



NOTTINGHAM CITY COUNCIL
SCHOOLS FORUM

Date: Tuesday, 24 April 2018

Time: 1.45 pm

Place: LB 41 - Loxley House, Station Street, Nottingham, NG2 3NG

Members are requested to attend the above meeting to transact the following business

Governance Officer/Clerk to the Forum: Phil Wye Direct Dial: 0115 876 4637

AGENDA

Pages

1	APOLOGIES FOR ABSENCE	
2	DECLARATIONS OF INTEREST	
3	MINUTES OF THE LAST MEETING Minutes of the meeting held 13 February 2018, for confirmation	3 - 6
4	WORK PROGRAMME	7 - 8
5	ALTERNATIVE PROVISION UPDATE Verbal update by John Dexter, Director of Education	Verbal
6	PUPIL GROWTH CONTINGENCY FUND - CRITERIA SETTING Report of the Director of Education and the Corporate Director for Children and Adults	9 - 30

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER/CLERK TO THE FORUM SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING.

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES.

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NOTTINGHAM CITY COUNCIL

SCHOOLS FORUM

MINUTES of the meeting held at Loxley House, Nottingham on 13 February 2018 from 1.45 pm - 2.54 pm

Membership

Present

Sian Hampton (Chair)
Judith Kemplay (Vice Chair)
Caroline Caille
Sally Coulton
David Holdsworth
David Hooker
Andy Jenkins
Stephen McLaren
Janet Molyneux
Tracy Rees
David Stewart
James Strawbridge
Sheena Wheatley

Absent

Maria Artingstoll
David Blackley
Debbie Simon
Terry Smith

Colleagues, partners and others in attendance:

Alistair Conquer	-	Head of Educational Curriculum & Enrichment
John Dexter	-	Director of Education
Jennifer Hardy	-	Project Manager
Nick Lee	-	Head of Access & Inclusion
Sophie Russell	-	Head of Children's Strategy & Improvement
Kathryn Stevenson	-	Senior Commercial Business Partner
Ceri Walters	-	Head of Commercial Finance
Phil Wye	-	Governance Officer

18 APOLOGIES FOR ABSENCE

Maria Artingstoll
Debbie Simon
Terry Smith
Alison Michalska

19 DECLARATIONS OF INTEREST

None.

20 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 19 January 2018 were confirmed as a correct record and signed by the Chair.

21 WORK PROGRAMME

The work programme for the remainder of the 2017/18 academic year was noted.

22 PERMANENT EXCLUSIONS - PROPOSED NEW ALTERNATIVE PROVISION MODEL

Nick Lee, Head of Access and Inclusion, and Ceri Walters, Head of Commercial Finance, introduced the report and delivered a presentation highlighting the following:

- (a) a multi-agency working group to explore early intervention and other models to decrease the rate of exclusion has been meeting monthly since from September 2017 to January 2018, with representation from secondary, primary, PRUs, education support services, social care, the youth offending team, the police and mental health services;
- (b) a problem profile was created and used to explore the impact of high exclusions on different phases of education. Learning was taken from the experience of five schools that took part in a pilot of having no permanent exclusions;
- (c) early intervention models being developed focus on behaviour support and early identification of indicators, priority families, and approaches to high profile issues such as knife crime and drugs;
- (d) there has been wider consultation of school stakeholders through the SEND Strategy consultation in November 2017, and local concerns have been identified with the Department for Education, Regional Schools Commissioner and Ofsted at a strategic level;
- (e) the working group and consultation has found that a reduction of secondary permanent exclusions is critical to provide both capacity in the system and financial sustainability. There is strong support from all sectors for a model of internal capacity building for mainstream schools in behaviour management and clearer referral pathways for children identified with behaviour challenges. There is also strong support for a resource unit model to enable referral for targeted short term intervention;
- (f) the pilot of schools not permanently excluding demonstrates that the model could work but that a total exclusion ban is very challenging given the inevitable occurrence of a small number of high profile incidents of serious concern. Permanent exclusion therefore needs to be an available option as a genuine last resort. It is critical that more excluded pupils are reintegrated to mainstream education and the managed move process is made more effective;
- (g) the revised model for secondary permanent exclusion detailed in the report should reduce the rate of permanent exclusion, and continues the work undertaken by the pilot schools. It is a quota model with penalties for exceeding

the quota of permanently excluded pupils;

- (h) it is proposed to launch and roll out the Routes to Inclusion model, a toolkit being designed by SENCOs, focussing on pupils at risk of exclusion at primary and transition into secondary;
- (i) a Service Level Agreement (SLA) will need to be signed by secondary schools to begin the new model. Following this, a quality assurance model and expectations for Alternative Provision (AP) are being established, and outcomes for all pupils subject to AP will be tracked rigorously;
- (j) Fair Access Protocol management will be transferred back to the Local Authority (LA) from April 2018, which will allow information to be shared more seamlessly;
- (k) additional capital funding for resource units may be available through the SEND Strategy when it is published. Also, the LA is developing a Strategic School Improvement Fund (SSIF) Behaviour bid in partnership with Derby City Council;
- (l) the LA's current exclusion strategy is unsustainable due to limited Dedicated Schools Grant (DSG) reserves. If the new model is not implemented this will impact schools' budgets, as the LA will have no alternative than to take the funding required from the Schools Block and transfer it to the High Needs block. This may require Secretary of State approval, dependent on the percentage required. An agreed approach is necessary with clear measures and approaches to non-compliance, signed off by all partners, to enable implementation;

The following points were raised during the discussion which followed:

- (m) identification of children at risk at the Early Years Foundation Stage is key in many cases. The Early Years team is involved in the Routes to Inclusion model, and there is dedicated support for the Early Years PVI sector;
- (n) increased numbers of children at primary schools makes the need to ensure transition work has an impact even more important for when these children transition to secondary education;
- (o) secondary schools must be properly staffed and resourced to cope with the new model of increased short-term intervention and fewer permanent exclusions;
- (p) if all secondary schools sign their SLAs, this model will save money compared to the current model. This should result in reserves being available to fund intervention at primary schools;
- (q) the curriculum at secondary school must be suitable for all pupils, including SEND pupils, as these are often disadvantaged;
- (r) protection should be available for schools that admit pupils through the Fair Access Panel, as these have high levels of need and often go on to be permanently excluded;

- (s) Free School Meals is used as an indicator of need, and informs the quota model for each secondary school. This is a national measure for deprivation and there is a proven link. However, there are other measures for disadvantage such as levels of SEND;
- (t) the SSIF bid includes a commitment to work with primary schools as well as secondary schools;
- (u) AP across the city is variable, and there needs to be a clear city-wide strategy for improvement of this. Some providers are cheaper through individual schools than through the LA. This is an issue nationally and not just in Nottingham City;
- (v) it would be helpful for secondary schools if primary schools make sure that their records and Education, Health and Care Plan information is complete prior to transition;
- (w) there is AP available in the voluntary sector, and not all schools are aware of this. In the new model the LA would like to link schools better with the voluntary sector provision;

Forum members were generally supportive and welcoming of the proposals and found them to be an improvement on the pilot, however some members had concerns for the following reasons:

- (x) Free School Meals is not a reliable indicator, as many pupils who require support do not qualify due to being new to the country, or subject to a lot of movement, and not school-ready;
- (y) the quota system is unsuitable as there may be one-off incidents where permanent exclusion is required and the quota is exceeded, leading to the school being punished financially and a possibility of losing staff;

Dialogue will continue between the Director of Education and secondary schools and academies, with the intended aim that SLAs will be signed by all. Ultimately, however, schools and academies cannot be forced to sign.

RESOLVED to

- (1) note the proposed new model of funding for secondary aged pupils at risk of exclusion;**
- (2) note the requirement to draw down a further £1.437m from the DSG reserve to support the 2018/19 high needs budget incorporating these proposals;**
- (3) note the requirement to ring-fence a further £0.788m from the DSG reserve to support these proposals in 2019/20.**

SCHOOLS FORUM WORK PROGRAMME

Title of report	Report or presentation	Author – name, title, telephone number, email address
26 June 2018		
1. Schools Budget 2017/18 outturn report	Report	Ceri Walters, Head of Commercial Finance, Strategic Finance, ceri.walters@nottinghamcity.gov.uk Tel: 0115 8763132

Deadlines for submission of reports

Date of meeting	Draft reports (10.00 am)	Final reports (10.00 am)
26 June 2018	31 May 2018	11 June 2018

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Proposed 2018/19 meeting dates

20 September 2018
22 November 2018
10 January 2019
07 February 2019
04 April 2019
06 June 2019

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SCHOOLS FORUM – 24 APRIL 2018

Title of paper:	Pupil Growth Contingency Fund – criteria setting
Director(s)/ Corporate Director(s):	John Dexter – Director of Education Alison Michalska, Corporate Director for Children & Adults
Report author(s) and contact details:	Lucy Juby, Project Manager, School Organisation lucy.juby@nottinghamcity.gov.uk , Tel. 0115 8765041
Other colleagues who have provided input:	Julia Holmes, Senior Commercial Business Partner, Children & Adults julia.holmes@nottinghamcity.gov.uk , Tel. 0115 8763733 Jon Ludford-Thomas, Senior Solicitor, Legal Services jon.ludford-thomas@nottinghamcity.gov.uk , Tel: 0115 87 64398
Summary	
<p>The Department for Education (DfE) Schools Forums: Operational and good practice guidance document from September 2017 identifies central spend on and the criteria for pupil growth as one of the functions Forum are responsible for deciding on (Page 5).</p> <p>Growth Funds are an established mechanism nationally, to support expanding schools. Local authorities (LAs) are required to produce the criteria to support schools with pupil growth and discretion as to how this is done currently remains with LAs. Therefore, after seeking the feedback of all Head Teachers in the city, but with limited feedback, Schools Forum nominated a Sub-group of members, to review the DfE guidance and the potential growth funding requirements of both primary and secondary schools.</p> <p>This report seeks to update and obtain agreement from Schools Forum on the Sub-group's recommendations for the principles and criteria under which funding can be allocated to maintained schools and academies in 2018/19.</p> <p>In December 2017 and as part of the 2018/19 budget setting process, Schools Forum approved a pupil growth contingency fund of £1.148m, from the Dedicated Schools Grant. The fund will be used to fund pupil growth in both maintained schools and academies during 2018/19, in line with the existing criteria for primary growth and the new criteria to be set for secondary growth.</p>	
Recommendation(s):	
1	To approve the proposed conditions, criteria and methodology under which funding can be allocated to secondary schools during 2018/19 (detailed in Appendix 1) as recommended by the Schools Forum Sub-group.
2	To approve that the existing criteria for pupil growth in primary schools will continue, subject to schools satisfying the conditions, as detailed in Appendix 2.
2	To note a termly update report will continue to be submitted to Schools Forum outlining how the funding has been allocated, to ensure a transparent and consistent process.
3	To note Schools Forum will be consulted again on the approach and criteria for funding secondary growth from the financial year 2019/20 onwards, once updated guidance is received from the ESFA.

4	To note the requirement to allocate funding to academies for the period April 2018 to August 2018 as guided by the ESFA; but which will be reimbursed to the LA's Dedicated Schools Grant.
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1 REASONS FOR RECOMMENDATIONS

- 1.1 In the December 2017 paper, it was agreed that a representative Sub-group of Schools Forum would undertake a review of both the existing Pupil Growth Contingency Funding model for primary schools and of the required model for secondary school pupil growth. The Sub-group have now reviewed the potential models for the funding of pupil growth and propose the recommended model to Schools Forum.
- 1.2 The Sub-group's review has considered the following: ESFA guidance on pupil growth funding, previous practice in Nottingham for primary growth, research of best practice from other local authorities (where there is mixed practice and no standard methodology) and an assessment of the impact pupil growth has on school budgets. Following this, the Sub-group is recommending an appropriate criteria and methodology under which funding can be allocated (set out in Appendices 1 and 2)
- 1.3 In July 2013, Schools Forum agreed a criteria for contingency funding to support schools and academies that require additional funding as a result of either formal school expansion proposals, the emergency creation of additional places or 'bulge' classes in response to unanticipated demand.
- 1.4 The City's significant pupil growth is now impacting on the secondary sector, therefore an appropriate funding model needs to be implemented to support this. City secondary schools have historically run with a significant surplus capacity. However, the growth in both birth rate and new arrivals to the city has resulted in a projected overall deficit of secondary school place provision.
- 1.5 The proposed criteria for secondary pupil growth has been costed on the basis of the current and anticipated level of demand at the secondary phase, which is a likely minimum of 15-17 forms of entry across the city. This figure could increase further as pupil numbers also rise in neighbouring schools in the County. The requirement for additional capacity commenced in 2017 and is expected to peak by 2022.
- 1.6 The local authority retains a statutory duty to ensure all children within the city are able to access a suitable school place. A centrally held pupil growth fund allows the LA to manage the process of supporting schools to meet basic need. Collaborative and strategic coordination and cooperation between all Nottingham City learning settings will be required to meet the secondary growth between now and 2022.
- 1.7 Financial support for schools that are providing additional capacity to meet this need is essential to avoid schools being at a financial disadvantage until the increased capacity is reflected in their budgets. The recommended proposal for funding secondary schools within this report will encourage the efficient deployment and allocation of resources as a school grows, while protecting the growth fund against long-term, non-sustainable funding commitments.

- 1.8 Any growth fund allocation will specifically relate to a planned capacity and PAN increase, which must be agreed with the Council's School Organisation team, as one of the solutions for meeting the Council's secondary place planning strategy. Any pupil number fluctuations that are within a school's PAN would not be funded.
- 1.9 It is recognised that secondary schools are likely to be better placed than primary schools to manage pupil growth, given the size of their budgets. Therefore, although the proposed criteria provides funding for an extra class teacher for every additional class, there is an expectation that some of the other requirements (e.g. other specialist staffing or resources) will be accommodated within the existing curriculum model, infrastructure and staffing structure.
- 1.10 If a school is expanding by more than one class, the funding allocation per class will be tapered on a sliding scale as detailed in the criteria in Appendix 1.
- 1.11 The Pupil Growth Contingency Fund (PGCF) is managed and allocated by the School Organisation Team in accordance with the criteria agreed by Schools Forum.
- 1.12 To date, five additional forms of entry are identified to address increased demand for secondary places: one form at Trinity School effective from September 2017 and four forms at NUAST admitting from Year 7 in September 2018.
- 1.13 Appendix 1 details the proposed funding criteria for secondary pupil growth, and the key principles and conditions for allocating funding.
- 1.14 The existing criteria for primary growth has also been reviewed and is included at Appendix 2, with some additional conditions specified for any new funding allocations. The Sub-group determined the following:
- that the existing primary criteria is reasonable and should continue for any new primary allocations;
 - that the funding rates for staffing costs are reasonable and should continue;
 - that for any *new* primary funding decisions from April 2018 onwards, funding for utilities costs will only be allocated based on specific need / evidence, on a case-by-case basis;
 - that for 'bulge year' funding allocations in KS2, a Teaching Assistant may not be required, or can potentially be shared between more than one class. Allocations on a case-by-case basis as per the criteria and application process above.
- 1.15 Appendix 3 shows the predicted cost of implementing the recommended criteria. This is based on the known expansions in the primary and secondary phases and an additional 10 secondary classes. See 6.3 for the assumptions used in the calculations.
- 1.16 The growth fund is not used for:
- Schools with existing surplus capacity which are admitting additional pupils up to the PAN;
 - Schools admitting over PAN or increasing their PAN at their own choice;
 - Schools who are directed / requested to admit additional pupils admitted through Appeals, FAP, LAC, errors etc, as these numbers will be extremely low on an individual school basis.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 All city primary and secondary school head teachers were invited to give their views and rationale on what principles they think this specific growth funding for secondary schools should be based. i.e. the essential additional costs incurred during the one year interim period, between the September when the pupils are admitted, to the following September (for academies) when they are reflected in a school's budget.
- 2.2 Limited feedback was received therefore Schools Forum nominated a Sub-group of members, to review the DfE guidance and the potential growth funding requirements of both primary and secondary schools.
- 2.3 When a school expands and admits additional pupils, they are not reflected in the school's budget until the following April for maintained schools, or the following September for academies. The pupil growth contingency fund is used to fund this lag, every year that the school admit an additional class until they are full (which is usually 7 years for a permanent expansion of a primary school and 5 years for expansion of a secondary school). If a school expands by a one-off bulge year, they will receive funding for that year only.
- 2.4 Academies' financial year runs from September to September, therefore where growth funding has been provided to an academy from the September of any given year, there is a requirement by the ESFA for local authorities to continue this payment until the following August. This is paid in two separate payments: 7/12ths of the annual amount is paid in September (to cover the period Sept – March). The other 5/12ths is paid in April (to cover the period April to August). This additional 5/12ths element for academies is then reimbursed to the LA by the ESFA.
- 2.5 A termly update report will continue to be submitted to Schools Forum outlining how the funding has been allocated, to ensure a transparent and consistent process.
- 2.6 Any unspent monies at the end of the financial year will be carried forward and allocated to the Pupil Growth Contingency in the following year.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 4.1 The following options were also considered:
 - To not fund secondary pupil growth at all. But the resulting funding shortfall would be a disincentive to expand.
 - Other methodologies for allocating funding were also considered by the Schools Forum Sub-group, but were rejected in favour of the recommended model, which is felt more fairly reflects the immediate additional costs associated with expansion or increasing capacity beyond a school's existing PAN. The favoured model has also been costed and is currently affordable. However, the criteria will need to be reviewed again in 2019/20, as the DfE have stated that from this point, the methodology for funding pupil growth may change.

5 OUTCOMES/DELIVERABLES

- 5.1 To address the growing need for additional capacity in the secondary sector, in line with the LAs statutory requirement to provide school places. The provision of this revenue funding in a timely manner supports schools to effectively meet the needs of pupils and to maintain standards and performance, without sustaining a significant funding shortfall.

6 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 6.1 In the financial year 2018/19 the DfE introduced the National Funding Formula (NFF) for schools. In the first two years of the introduction of the NFF local authorities were given the choice to adopt the approach funding of schools based on the national funding formula or continue to set their own local funding formula. This phase is known as the “soft approach”. As part of the soft approach in 2018/19 and 2019/20 local authorities will be funded in the Schools Block based on the national funding formula. However, confirmation was only given that pupil growth would be funded in 2018/19 based on the historic cost in 2017/18. This was because the DfE wanted to review the methodology for allocating pupil growth funding moving forward. In March 2018 the DfE have been consulting with LA’s on the methodology to be adopted in 2019/20. They stated that they will release the outcome of the consultation in the Summer of 2018. From 2020/21 all LA’s and schools will be funded based on the NFF, this is known as the “Hard approach”. In the consultation process the DfE stated that they will be looking into perhaps allocating pupil growth through the NFF from 2020/21.
- 6.2 Due to the current financial environment LA’s are working within as outlined in 6.1, the LA is seeking Schools Forum’s approval to set the Pupil Growth Criteria for both primary and secondary schools for the financial year 2017/18 and 2018/19 only. Once more information is released by the DfE the LA will reassess if the pupil growth criteria’s need to reviewed.
- 6.3 The proposed pupil growth criteria model for both the primary and secondary phases have been based on the recommendations of the Schools Forum Sub-group. The financial modelling has been based on the following assumptions:
- The primary phase criteria remains unchanged;
 - Funding will be allocated based on consideration of the increase in overall actual numbers, i.e. the difference in pupils leaving year 11 and joining year 7, from the date of the increased capacity;
 - The secondary phase criteria is based up allocating funding for a M6 teacher and uses the actual deprivation ratios for the Trinity and NUASt but the remaining 10 classes have been based on the average ratios for all schools across the city on the Autumn 2017 school census. The actual deprivation allocations to all schools will be based on the individual schools deprivation ratios on the previous Autumn term census;
 - The secondary expansions have been based on 25 pupils class;
 - Assumed a 2% teacher’s pay award in September 2018;

- The deprivation rates used per pupil are the NFF rates for 2018/19;
- As all the secondary schools that will expand are not currently known the additional 10 classes have been costed assuming four schools will expand with two schools taking 3 classes and two schools taking 2 classes each;
- The funding per class has been tapered for secondary school expansions. Schools that expand by one class will receive 100% of the funding attributable to a teacher and the deprivation funding, a second class will attract 80% of the funding, a third class will attract 60% of the funding and a fourth class will attract 40% of the funding. Table 1 in Appendix 1 shows the indicative rates that a secondary school would attract if expanding by one class, Appendix 4 shows the funding that a secondary school would attract for each additional class;
- The model includes funding for classroom set up costs for secondary schools which it is anticipated will need classroom set up costs. This funding is allocated at £0.008m for the first classroom and is then tapered at 80% for the second classroom and 60% for the third classroom. The model has allocated funding for classroom set up costs to the Trinity School and the additional 10 classes that are forecast to be required from the financial year 2019/20 as these are the schools that are forecast to require this funding;
- The forecast includes: 1. £0.179m earmarked in the SSR for growth. This was unallocated funding in the Schools Block in 2018/19, 2. A contingency of £0.135m to cover 3 additional primary classes which may be requested during the financial year;
- As the methodology for funding local authorities for pupil growth from the financial year 2019/20 has not yet been confirmed by the DfE the model assumes the same level of funding moving forward as in 2018/19.

6.4 Appendix 3 shows a forecast outturn position for the pupil growth criteria for the financial years 2017/18 to 2024/25 (2024/25 is when all the projected expansions will end). Based on the assumptions noted above the proposed for model for both primary and secondary school expansions is affordable. Appendix 3 shows that there is sufficient funding to cover the expansions in 2017/18 and 2018/19. There is a projected underspend of £0.026m in 2018/19. From the financial year 2019/20 there is a projected deficit of -£0.057m rising to -£0.263m by 2021/22. The approach to be taken to recoup this shortfall will have to be considered at a later date:

- once we have had confirmation from the DfE how pupil growth is to be funded from 2019/20;
- We have more idea of which of the secondary schools are going to be expanding, therefore we will be able calculate a more accurate projection;
- We will have a better idea of how much of the contingency is going to be used.

6.5 As stated in 2.6 any underspends on the pupil growth fund will be carried forward to the following financial year.

7 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

7.1 Legal Implications

7.1.1 The budgetary framework for the financing of maintained schools is contained in Chapter IV of Part II of the School Standards and Framework Act 1998 (“SSFA”). This chapter of the SSFA includes sections 45A (determination of specified budgets of a local authority) and 47A (the duty on a local authority to establish a schools forum for its area).

7.1.2 Section 45A(2) of the SSFA states that for the purposes of Part II of the SSFA, a *local authority’s “schools budget” for a funding period is the amount appropriated by the authority for meeting all education expenditure by the authority in that period of a class or description prescribed for the purposes of this subsection (which may include expenditure incurred otherwise than in respect of schools)*. Section 45A(2A) of the SSFA states *the amount referred to in subsection (2) includes the amount of any grant which is appropriated, for meeting the expenditure mentioned in that subsection, in accordance with a condition which –*

- (a) *is imposed under section 16 of the Education Act 2002 (terms on which assistance under section 14 of that Act is given) or any other enactment, and*
- (b) *requires that the grant be applied as part of the authority's schools budget for the funding period.*

7.1.3 This means that the designated schools grant (“DSG”), which is paid to local authorities under section 14 of the Education Act 2002 (“EA2002”) essentially on condition imposed by the Secretary of State under section 16 of the EA2002 that it is applied as part of an authority’s schools budget for the funding period, is part of the schools budget. Indeed, the DSG is the main source of income for the schools budget (Education Funding Agency (“EFA”) guidance *Dedicated schools grant Conditions of grant 2017 to 2018* (December 2016), paragraph 2). Local authorities can add to the schools budget from local sources of income (*ibid*, paragraph 4).

7.1.4 The detail is prescribed by regulations. The current regulations are the School and Early Years Finance (England) Regulations 2018, SI 2018/10 (“SEYFR”).

7.1.5 Amongst other things, regulation 1 of SEYFR states the following:-

(4) *In these Regulations—*

...

“1996 Act” means the Education Act 1996;

...

“2017 Regulations” means the School and Early Years Finance (England) Regulations 2017;

7.1.6 Amongst other things, regulation 8 of SEYFR states the following:-

- (4) *A local authority must not deduct the expenditure referred to in paragraphs 4 to 6 of Schedule 2 unless the criteria for determining the expenditure have been authorised by its schools forum under regulation 12(1), or by the Secretary of State under regulation 12(3).*
- (5) *Except as provided for in paragraphs (12) and (13) [not relevant here], a local authority must not deduct the expenditure referred to in Schedule 2 (other than expenditure referred to in paragraph 8 (expenditure on licences) and Part 5 (Children and Young People With High Needs) of Schedule 2) without authorisation from its schools forum under regulation 12(1), or from the Secretary of State under regulation 12(3).*
- (6) *Where a local authority carries forward a deficit from the previous funding period to the funding period which reduces the amount of the schools budget available, the funding of this deficit from the schools budget must be authorised by its schools forum under regulation 12(1), or by the Secretary of State under regulation 12(3).*
- (7) *Any amount of expenditure which was deducted under paragraphs 4 (growth fund), 5 (falling rolls), 6 (new schools), and 7 (extra infant classes) of Schedule 2 to the 2017 Regulations for the previous funding period and which remains unspent may be used by the local authority in the funding period for the purposes listed in paragraphs 4 to 7 of Schedule 2 to the 2017 Regulations that applied to such expenditure.*

7.1.7 Amongst other things, regulation 12 of SEYFR states the following:-

- (1) *On the application of a local authority, its schools forum may authorise—*

...

- (b) *the making of deductions from the authority's schools budget of expenditure under regulation 8(5);*

7.1.8 Schedule 2 to SEYFR sets out the following expenditure relevant to this report:-

4

Expenditure due to a significant growth in pupil numbers as a result of the local authority's duty under section 13(1) of the 1996 Act to secure that efficient primary education and secondary education are available to meet the needs of the population of its area, including expenditure resulting from the additional costs associated with establishing a new school.

7.1.9 Therefore, the expenditure proposed here is potentially expenditure to be made from the schools budget for Nottingham City Council ("NCC") and NCC's DSG at that. This is provided if the money is to be spent in the way proposed in this report that it is spent due to a significant growth in pupil numbers as a result of NCC's duty under section 13(1) of the 1996 Act to secure that efficient primary education and secondary education are available to meet the needs of the population of its area. That last point is particularly important where it is envisaged that any such

expenditure would be made to assist the expansion of an Academy since any expenditure of NCC's schools budget on an Academy without a clear legal duty or power enabling NCC to do so would be unlawful. The reasons for recommendations and the background sections to this report set out that a significant growth in pupil numbers means that section 13(1) of the 1996 Act is potentially engaged here and the proposed expenditure would be lawful on that basis.

7.1.10 Lastly as expenditure caught by Schedule 2 to SEYFR, regulation 8(5) of SEYFR requires NCC to seek the approval of Nottingham City Schools Forum under regulation 12(1)(b) of SEYFR for the expenditure referred to in this report, hence this report.

8 HR ISSUES

8.1 Not applicable.

9 EQUALITY IMPACT ASSESSMENT

9.1 An EIA is attached as Appendix 5, and due regard will be given to any implications identified in it.

10 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

10.1 None

11 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

11.1 Pupil Growth Contingency Fund – update and criteria setting – July 2013

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Appendix 1 – proposed criteria for secondary phase pupil growth

Conditions / principles of funding:

- Funding allocated to schools which are increasing their PAN or expanding beyond it, by a minimum of one full class (i.e. 25-30 pupils).
- Funding allocated where growth is at the request of / in agreement with the Council's School Organisation Team.
- Funding will only be allocated if additional costs are incurred. If a capacity increase or expansion can take place within the current teaching structure of the school and additional costs are marginal, contingency funding will not be allocated.
- Funding allocated for classroom costs based on consideration of the increase in overall actual numbers, i.e. the difference in pupils leaving Year 11 and joining Year 7, from the date of the increased capacity.
- If a school is expanding by more than one class, the funding allocation per class will be tapered on a sliding scale as detailed below.
- Period of funding – 5 years, based on the school growing year on year from Years 7-11, or when the school is full, whichever is the earliest. 'Bulge' years – funding for the relevant year only.
- From April 2018, for any academy choosing to reduce their PAN against the wishes of the LA, pupil growth contingency funding will not be payable for subsequent increases / admission over PAN.
- All decisions on the necessity and level of funding will be assessed by the LA Pupil Place Planning Officer, on a case by case basis in accordance with the criteria agreed by Schools Forum and in consultation with the school. The Service Manager for Access & Inclusion will then undertake a further review and confirm that the criteria are met. Following approval, the funding will then be confirmed to the school.

Criteria and funding values:

- Staffing funding based on an M6 teacher (including on-costs).
- Deprivation funding based on each schools proportion of pupils eligible for the FSM, FSM6 and IDAC1 band factors.
- Classroom set up costs, up to a maximum of £8k per additional class / 25-30 pupils. This element is only payable in justifiable circumstances, e.g. if the school has physically expanded to create brand new additional classrooms that require furniture and equipment. It will not apply where there is already existing space / surplus capacity within the school.
- All three of the above criteria payable for each additional class (per class of 25-30 pupils) but tapered on a sliding scale as follows:
 - 1 class = 100% funding
 - 2 classes = 80% funding
 - 3 classes = 60% funding
 - 4 classes = 40% funding
 - 5 classes = 20% funding

**Table 1: SECONDARY CRITERIA AND FUNDING VALUES
(for one additional form of entry)**

Note - the following funding streams are paid on a sliding scale for each additional form of entry added, as detailed in the conditions of funding stated above

Funding streams	7/12ths (Sept- March)	5/12ths (April – August)	Annual value
Funding for a Teacher at Main Scale 6 (including on-costs)	£24,962	£17,830	£42,792
Deprivation funding based on each schools proportion of pupils eligible for the FSM, FSM6 and IDACI band factors	School specific amount, to a <u>maximum</u> of £19,227	School specific amount, to a <u>maximum</u> of £13,734	School specific amount, to a <u>maximum</u> of £32,961
Classroom set up costs – fixtures / fittings / smart board This element is only payable in justifiable circumstances, e.g. if the school has physically expanded to create brand new additional classrooms that require furniture and equipment. It will not apply where there is already existing space within the school.	£4,667	£3,333	Up to £8,000 per additional class (25-30 pupils)

Growth fund is not used for:

- Schools with existing surplus capacity which are admitting additional pupils up to the PAN.
- Schools admitting over PAN or increasing their PAN at their own choice
- Schools who are directed / requested to admit additional pupils admitted through Appeals, FAP, LAC, errors etc, as these numbers will be extremely low on an individual school basis.

Appendix 2 – criteria for primary phase pupil growth

The existing criteria for primary growth has also been reviewed and the Sub-group recommend the following:

1. That the existing primary criteria is reasonable and should continue for any new primary allocations.
2. That the funding rates for staffing costs are reasonable and should continue.
3. For any *new* primary funding decisions from April 2018 onwards, funding for utilities costs will only be allocated based on specific need / evidence, on a case-by-case basis.
4. For 'bulge year' funding allocations in KS2, a Teaching Assistant may not be required, or can potentially be shared between more than one class. Allocations on a case-by-case basis as per the application process above.

Table 2: PRIMARY CRITERIA AND FUNDING VALUES			
Funding Streams	7/12ths (Sept-March)	5/12ths (April-Aug)	Annual Value
Staffing			
Teacher	£17,824	£12,731	£30,555
Teaching Assistant	£14,242	£10,173	£24,415
Midday Supervisor	£2,150	£1,536	£3,686
Total staffing cost package	£34,216	£24,440	£58,656
Utilities			
Utilities Costs (£150 per pupil per annum)	£2,625 (based on 30 pupils)	£1,875 (based on 30 pupils)	£150 x 30 = £4,500
TOTAL COST (staffing and utilities – based on additional 30 pupils)	£36,841	£26,315	
New classroom set up			
Classroom set up costs - Fixtures & Fittings			Up to £6,000
Smart board kit			Up to £2,000
Total classroom set up costs			Up to £8,000

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APPENDIX 3

School	Expansion/bulge/ In year	Funding criteria	Amount	Next payment month	Funding start date	Funding end date	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Primary														
Dunkirk Primary	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2012	Sep-2018	£36,841	£36,841						
Fernwood Primary	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2015	Sep-2021	£36,841	£36,841	£36,841	£36,841	£36,841			
Forest Fields Primary	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2013	Sep-2019	£36,841	£36,841	£36,841					
Glade Hill Primary	Bulge / Expansion TBC	Staffing / utilities	£36,841	Sep-2017	Sep-2016	Sep-2022	£36,841	£36,841	£36,841	£36,841	£36,841	£36,841		
Glade Hill Primary	Bulge year	Teacher (full year)	£30,555	Sep-2017	Sep-2016	Sep-2018	£30,555	£30,555						
Glenbrook Academy	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2013	Sep-2017	£36,841							
Huntingdon	Bulge / PAN increase	Staffing / utilities	£36,841	Sep-2017	Sep-2015	Sep-2020	£36,841	£36,841	£36,841	£36,841				
Mellers Primary	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2016	Sep-2022	£36,841	£36,841	£36,841	£36,841	£36,841	£36,841		
Middleton Primary	Bulge year	Teacher (full year)	£30,555	Sep-2017	Sep-2015	Sep-2019	£30,555	£30,555	£30,555					
Middleton Primary	Bulge year	Teacher (full year)	£30,555	Sep-2017	Sep-2017	Sep-2017	£30,555							
Middleton Primary	Expansion	Staffing / utilities	£36,841	Sep-2018	Sep-2018	Sep-2021		£36,841	£36,841	£36,841	£36,841			
Victoria Primary Academy	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2012	Sep-2018	£36,841	£36,841						
Rosslyn Primary Academy	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2013	Sep-2017	£36,841	£36,841						
Rufford Primary	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2013	Sep-2019	£36,841	£36,841	£36,841					
South Wilford	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2015	Sep-2021	£36,841	£36,841	£36,841	£36,841	£36,841			
Sycamore Primary	Expansion	Staffing / utilities	£36,841	Sep-2017	Sep-2013	Sep-2018	£36,841	£36,841						
Seely	In year admission	Teacher	£17,824	Apr-2017	Apr-2017	Apr-2018	£17,824	£17,824						
Victoria Primary School	In year admission	Staffing	£13,686	Apr-2017	Apr-2017	Apr-2017								
Classroom set up														
Fernwood Primary	Expansion	Classroom set up x1	£8,000	Sep-2017	Sep-2015	Sep-2021	£8,000	£8,000	£8,000	£8,000	£8,000			
Glade Hill	Bulge / Expansion TBC	Classroom set up x1	£8,000	Sep-2017	Sep-2016	Sep-2022	£8,000	£8,000	£8,000	£8,000	£8,000	£8,000		
Glenbrook Academy	Expansion	Classroom set up x1	£8,000	Sep-2017	Sep-2014	Sep-2019	£8,000	£8,000	£8,000					
Heathfield Primary	Expansion	Classroom set up x2	£16,000	Sep-2017	Sep-2015	Sep-2020	£16,000	£16,000	£16,000	£16,000				
Mellers Primary	Expansion	Classroom set up x4	£32,000	Apr-2017	Sep-2016	Sep-2019	£32,000	£8,000	£8,000					
Victoria PA (was Riverside)	Expansion	Classroom set up x1	£8,000	Sep-2017	Sep-2014	Sep-2018	£8,000	£8,000						
Rosslyn Park	Expansion	Classroom set up x1	£8,000	Sep-2017	Sep-2013	Sep-2017	£8,000							
Rufford	Expansion	Classroom set up x1	£8,000	Sep-2017	Sep-2013	Sep-2019	£8,000	£8,000	£8,000					
South Wilford	Expansion	Classroom set up x1	£8,000	Sep-2017	Sep-2015	Sep-2021	£8,000	£8,000	£8,000	£8,000	£8,000			
Huntingdon		Classroom set up x1	£8,000		Sep-2015	Sep-2020		£8,000	£8,000	£8,000				
Middleton		Classroom set up x1	£8,000		Sep-2018	Sep-2021		£16,000	£8,000	£8,000	£8,000			
Westbury		Classroom set up x 14						£75,000						
Hospital and Home Education														
Sub total							£655,581	£692,026	£405,283	£277,046	£216,205	£81,682	£0	£0

School	Expansion/bulge/ In year	Funding criteria	Amount	Next payment month	Funding start date	Funding end date	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Secondary														
Trinity School	Expansion	Staffing / Deprivation funding		Sep-2017	Sep-2017	Sep-2021	£44,841	£33,396	£35,882	£35,882	£35,882			
Trinity School	Expansion	Resources		Sep-2017	Sep-2017	Sep-2021		£4,667	£4,667	£4,667	£4,667			
NUAST from Sept 18	Expansion	Staffing / Deprivation funding x 4		Sep-2018	Sep-2018	Sep-2022		£94,627	£96,062	£96,062	£96,062	£96,062		
Bulwell Academy	Expansion	Staffing / Deprivation funding		Sep-2018	Sep-2018	Sep-2022		£43,090	£43,090	£43,090	£43,090	£43,090		
3 Classes forecast from Sept 19	Expansion	Staffing / Deprivation funding x 3		Sep-2019	Sep-2019	Sep-2023			£91,765	£91,765	£91,765	£91,765	£91,765	
3 Classes forecast from Sept 19	Expansion	Staffing / Deprivation funding x 3		Sep-2019	Sep-2019	Sep-2023			£91,765	£91,765	£91,765	£91,765	£91,765	
2 Classes forecast from Sept 19	Expansion	Staffing / Deprivation funding x 2		Sep-2019	Sep-2019	Sep-2023			£68,824	£68,824	£68,824	£68,824	£68,824	
2 Classes forecast from Sept 19	Expansion	Staffing / Deprivation funding x 2		Sep-2019	Sep-2019	Sep-2023			£68,824	£68,824	£68,824	£68,824	£68,824	
3 Classes forecast from Sept 19	Expansion	Resources		Sep-2019	Sep-2019	Sep-2023			£11,200	£11,200	£11,200	£11,200	£11,200	
3 Classes forecast from Sept 19	Expansion	Resources		Sep-2019	Sep-2019	Sep-2023			£11,200	£11,200	£11,200	£11,200	£11,200	
2 Classes forecast from Sept 19	Expansion	Resources		Sep-2019	Sep-2019	Sep-2023			£8,400	£8,400	£8,400	£8,400	£8,400	
2 Classes forecast from Sept 19	Expansion	Resources		Sep-2019	Sep-2019	Sep-2023			£8,400	£8,400	£8,400	£8,400	£8,400	
Sub total							£44,841	£175,780	£540,080	£540,080	£540,080	£499,531	£360,379	£0
Contingency		Staff / Utilities / Classroom set up x 3						£97,682	£134,523	£134,523	£134,523	£134,523	£134,523	£134,523
DSG required excluding funding to be reimbursed from the ESFA for academies April to August							£700,422	£965,488	£1,079,886	£951,649	£890,808	£715,736	£494,902	£134,523
Primary Academies - April to August														
Blue Bell Hill	Expansion	Staffing / utilities	£26,315	Apr-2017	Apr-2014	Apr-2017	£26,315							
Djanogly Northgate	Expansion	Staffing / utilities	£26,315	Apr-2017	Apr-2014	Apr-2017	£26,315							
Glenbrook	Expansion	Staffing / utilities	£26,315	Apr-2017	Apr-2014	Apr-2018	£26,315	£26,315						
Huntingdon	Bulge / PAN increase	Staffing / utilities	£26,315	Apr-2017	Apr-2016	Apr-2021	£26,315	£26,315	£26,315	£26,315	£26,315			
Victoria PA	Expansion	Staffing / utilities	£26,315	Apr-2017	Apr-2015	Apr-2019	£26,315	£26,315	£26,315					
Rosslyn	Expansion	Staffing	£24,440	Apr-2017	Apr-2015	Apr-2018	£24,440	£24,440						
Sycamore	Expansion	Staffing / utilities	£26,315	Apr-2017	Apr-2014	Apr-2019	£26,315	£26,315	£26,315					
South Wilford	Expansion	Staffing / utilities	£26,315	Apr-2018	Apr-2016	Apr-2022		£26,315	£26,315	£26,315	£26,315	£26,315		
Sub total							£182,330	£156,015	£105,260	£52,630	£52,630	£26,315	£0	£0

School	Expansion/bulge/ In year	Funding criteria	Amount	Next payment month	Funding start date	Funding end date	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Secondary Academies - April to August														
Trinity School		Staffing / Deprivation funding			Apr-2018	Apr-2022		£24,905	£25,264	£25,630	£25,630	£25,630		
Trinity School	Expansion	Resources			Sep-2017	Sep-2021			£3,333	£3,333	£3,333	£3,333		
NUAST	Expansion	Staffing / Deprivation funding x 4			Apr-2019	Apr-2023			£67,591	£68,616	£68,616	£68,616	£68,616	
Bulwell Academy	Expansion	Staffing			Apr-2019	Apr-2023			£30,778	£30,778	£30,778	£30,778	£30,778	
3 Classes forecast from Sept 19	Expansion	Staffing / Deprivation funding x 3			Apr-2020	Apr-2024				£65,547	£65,547	£65,547	£65,547	£65,547
3 Classes forecast from Sept 19	Expansion	Staffing / Deprivation funding x 3			Apr-2020	Apr-2024				£65,547	£65,547	£65,547	£65,547	£65,547
2 Classes forecast from Sept 19	Expansion	Staffing / Deprivation funding x 2			Apr-2020	Apr-2024				£49,160	£49,160	£49,160	£49,160	£49,160
2 Classes forecast from Sept 19	Expansion	Staffing / Deprivation funding x 2			Apr-2020	Apr-2024				£49,160	£49,160	£49,160	£49,160	£49,160
3 Classes forecast from Sept 19	Expansion	Resources			Sep-2019	Sep-2023				£8,000	£8,000	£8,000	£8,000	£8,000
3 Classes forecast from Sept 19	Expansion	Resources			Sep-2019	Sep-2023				£8,000	£8,000	£8,000	£8,000	£8,000
2 Classes forecast from Sept 19	Expansion	Resources			Sep-2019	Sep-2023				£6,000	£6,000	£6,000	£6,000	£6,000
2 Classes forecast from Sept 19	Expansion	Resources			Sep-2019	Sep-2023				£6,000	£6,000	£6,000	£6,000	£6,000
Sub total							£0	£24,905	£126,966	£385,771	£385,771	£385,771	£356,808	£257,414
Total funding to be paid to academies April to August							£182,330	£180,920	£232,226	£438,401	£438,401	£412,086	£356,808	£257,414
Total forecast expenditure							£882,752	£1,146,408	£1,312,113	£1,390,050	£1,329,209	£1,127,822	£851,710	£391,937
Budget Allocation							£1,051,759	£818,000	£818,000	£818,000	£818,000	£818,000	£818,000	£818,000
Reimbursement from the ESFA								£180,920	£232,226	£438,401	£438,401	£412,086	£356,808	£257,414
Balance brought forward							£4,493	£173,500	£26,012	£-56,874	£-190,523	£-263,331	£-161,068	£162,030
Contingency from the SSR									£179,000					
Total Allocation							£1,056,252	£1,172,420	£1,255,239	£1,199,527	£1,065,878	£966,755	£1,013,740	£1,237,444
Total Variance							£173,500	£26,012	£-56,874	£-190,523	£-263,331	£-161,068	£162,030	£845,507

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Appendix 4

The average ratios used in the calculation of secondary schools deprivation funding factors

	Rate per pupil	Ratio	2018/19				2019/20			
			1st class £1	2nd class £1	3rd Class £1	4th Class £0	1st class £1	2nd class £1	3rd Class £1	4th Class £0
Teacher			£42,792	£34,234	£25,675	£17,117	£43,671	£34,937	£26,203	£17,468
Deprivation Factors										
FSM	£441.19	0.221	£2,438	£1,951	£1,463	£975	£2,438	£1,951	£1,463	£975
FMS6	£787.13	0.419	£8,253	£6,602	£4,952	£3,301	£8,253	£6,602	£4,952	£3,301
IDACI A	£812.20	0.148	£3,008	£2,407	£1,805	£1,203	£3,008	£2,407	£1,805	£1,203
IDACI B	£601.63	0.207	£3,107	£2,486	£1,864	£1,243	£3,107	£2,486	£1,864	£1,243
IDACI C	£561.52	0.158	£2,220	£1,776	£1,332	£888	£2,220	£1,776	£1,332	£888
IDACI D	£516.40	0.120	£1,553	£1,243	£932	£621	£1,553	£1,243	£932	£621
IDACI E	£391.06	0.075	£732	£586	£439	£293	£732	£586	£439	£293
IDACI F	£290.79	0.077	£563	£450	£338	£225	£563	£450	£338	£225
Total			£64,668	£51,735	£38,801	£25,867	£65,547	£52,437	£39,328	£26,219

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Resources	1st class	2nd class	3rd Class	Total
	100%	80%	60%	
1 Class	8,000			8,000
2 classes	8,000	6,400		14,400
3 classes	8,000	6,400	4,800	19,200

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Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Pupil Growth Contingency Fund – criteria setting
Department: Children & Adults
Service Area: Access & Inclusion – School Organisation
Author (assigned to Covalent): Nick Lee

Name of Author: Lucy Juby
Corporate Director: Alison Michalska
Strategic Budget EIA: N (please underline)

Brief description of proposal / policy / service being assessed:

This report seeks to update and obtain approval from Schools Forum on the Sub-group’s recommendations for the conditions, criteria and methodology under which pupil growth contingency funding can be allocated to maintained schools and academies in 2018/19, as recommended by the Schools Forum Sub-group.

Information used to analyse the effects on equality:

Analysis of January and May 2017 school census for all schools in Nottingham, to understand the impact of this funding on the school pupil population. 30% of pupils in Nottingham schools speak English as an Additional Language, 25.1% qualify for free school meals, 14.4% have special educational needs and 41.6% are BME.

Page 29	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The proposal will benefit a diverse population of young people, as the criteria supports the funding of pupil growth across the City.</p> <p>The recommended criteria includes Deprivation funding based on each schools proportion of pupils eligible for the FSM, FSM6 and IDACI band factors. This means that those schools with a higher proportion of pupils with this make-up will receive more funding to reflect this, which will potentially benefit more vulnerable and challenging cohorts of children.</p> <p>There will be no negative impacts of this proposal.</p>	None required.
Men	<input type="checkbox"/>	<input type="checkbox"/>		
Women	<input type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>		
Older	<input type="checkbox"/>	<input type="checkbox"/>		
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>		

Please underline the group(s) /issue more adversely affected or which benefits.

Outcome(s) of equality impact assessment:

- No major change needed •Adjust the policy/proposal •Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Not required.

Approved by (manager signature):

Jonny Kirk, Service Manager, Access to Learning

Email: jonny.kirk@nottinghamcity.gov.uk

Tel: 8765041

Date sent to equality team for publishing: 5/4/18

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

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1. Read the guidance and good practice EIA's
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.