



Department  
for Education

# **School census spring 2018**

**User guide for the local authority funding  
report**

**January 2018**

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# 1. Introduction

This user guide is directed at local authorities and is intended to offer support to aid understanding of how the funding reports should be interpreted and figures checked.

The data collected via the spring school census will be used in the calculation of the pupil premium and the early years' block of the dedicated schools grant (DSG) and therefore it is more important than ever that the census data for schools' are submitted promptly and accurately for all data providers. As the census data will be used to determine DSG allocations it is vitally important that you are content with the accuracy of your schools' returns before passing them on to the department and that they are returned by the prescribed timescales.

Data will be made available for your confirmation prior to the DSG allocations being finalised. This will be done via the reports section in COLLECT which will allow local authorities to run their own early years funding report from the school census COLLECT blade to check the pupil numbers feeding the following funding streams:

- the early years entitlement for disadvantaged two year olds
- the early years universal entitlement for three and four year olds
- the early years additional entitlement for three and four year old children of eligible working parents

Separate funding reports are available for the pupil premium and early years pupil premium.

## 2. School funding arrangements for 2018 to 2019

### 2.1 Overview

For the financial year 2018 to 2019 the DSG will be split into three main blocks of funding:

- i. Schools Block
- ii. Early Years Block
- iii. High Needs Block

Only the early years' block will be allocated based on the spring 2018 school census with the schools' block already being funded via the completed autumn 2017 census collection. We will also continue to use the spring census to calculate the pupil premium.

Further information on the operational guidance supporting early years entitlements is available [here](#).

### 2.2 Early years entitlements: disadvantaged 2 year olds, universal entitlement for 3 and 4 year olds and additional entitlement for 3 and 4 year olds

Early years funding streams will be calculated from the spring census based on the following pupils attending local authority maintained nursery, primary, secondary and all through schools and all mainstream academies (ie excluding special academies, AP academies and AP free schools):

#### **The early years entitlement for disadvantaged two year olds:**

Pupils **aged 2** at 31 December 2017 (born between 01/01/15 and 31/12/15) in **all year groups** (PTE);

#### **The early years universal entitlement for three and four year olds and the early years additional entitlement for three and four year old children of eligible working parents**

Pupils **aged 3** at 31 December 2017 (born between 01/01/14 and 31/12/14) in **all year groups** (PTE);

**plus**

Pupils **aged 3** at 31 August 2017, but 4 by 31 December 2017 (rising 4s) (born between 01/09/13 and 31/12/13) in **all year groups** (PTE);

**plus**

Pupils **aged 4 and above** as at 31 August 2017 (born on or before 31/08/13) in **National Curriculum Year Group E1, E2, N1 and N2** at the time of the census (PTE);

The part time equivalent (PTE) number of pupils aged under 5 funded via the entitlement for disadvantaged two year olds and the universal entitlement for three and four year olds is based on the **funded hours** recorded on the spring school census and NOT the fulltime / part time indicator.

The part time equivalent (PTE) number of pupils aged under 5 funded via the additional entitlement for three and four year old children of eligible working parents is based on the return of a **30 hours eligibility code** alongside the **extended hours** recorded in the census and NOT the fulltime / part time indicator.

For both the universal and additional entitlements, funding for pupils aged 5 and above in E1, E2, N1 or N2 will be based on a headcount of all sole and dual main registrations.

As in previous years, the funding for all early years entitlements will be split between any unresolved duplicate UPNs.

The funding PTE for each pupil (before making adjustments to take account of unresolved duplicate UPNs) will therefore be calculated as follows:

**Pupils aged 2 and 3 (all year groups)** – Funding PTE calculated based on funded hours and, where applicable, extended hours and 30 hour code (see [Annex C](#))

**Pupils aged 4 (with NC Year E1, E2, N1 or N2)** – Funding PTE calculated based on funded hours and, where applicable, extended hours and 30 hour code (see [Annex C](#))

**Pupils aged 5 and above (with NC Year E1, E2, N1 or N2)** – Funding PTE should be 1 for all sole and dual main pupils, zero for subsidiary

## 3. COLLECT funding reports

### 3.1 How should the local authority funding report be used?

The COLLECT funding report will contain a full breakdown of the pupil numbers from the 2018 spring school census which will be used in the calculation of the **Early Years Block element** of your DSG allocation for the financial year 2018 to 2019.

Consequently it is essential that these funding reports are **checked and verified in conjunction with local authority finance officers** in advance of the spring census database closing to amendments from schools and local authorities on **14 March 2018**. Amendments to the database will not be possible after this date and, consequently, this will be your only opportunity to contest your pupil numbers.

### 3.2 How often is the local authority funding report updated?

The funding reports should be updated on a daily basis and will be run taking into account the duplicates report. As with the duplicates report, the funding report will not be 'live' but on any given day will reflect the position from COLLECT as at close the previous working day.

Separate guidance for the COLLECT duplicate reports is available on the [school census website](#).

### 3.3 What data will be included in the funding report?

For the 2018 spring census there will be two versions of this report available for local authorities to run:

#### (i) Funding report run against approved data

This version of the funding report will be run to include data from schools whose return status is 'approved' or above and will therefore reflect the data which will be used in your DSG allocation as the department will only fund based on data which has been approved by local authorities.

This differs to the duplicates report which also includes schools at the submitted status. [To note – if one school is at the submitted status on the duplicate report and one is approved, the contribution will still be split, but the contribution amount will only contribute to the funding report for the school which is approved.]

This version of the funding report can be generated by choosing the '**Funding Report – LA Level (Approved)**' from the reports section in COLLECT.

## **(ii) Funding report run against data all loaded data**

This version of the funding report will be identical in format to the funding report run against 'approved' data but will include all loaded data from schools in your local authority. This version of the report has been introduced as previously, when only a report against approved data was available, many local authorities were being required to 'approve' their data in order to run a funding report before reverting the data back to the submitted status to carry out further work on the returns.

This version of the funding report can be generated by choosing the '**Funding Report – LA Level (Loaded)**' from the reports section in COLLECT.

**Due to the volatility of the data at the loaded and submitted stage, please do not contact the department with queries regarding discrepancies in the data contained in your funding report until the returns are at the 'approved' stage.**

## **3.4 Content and layout of the funding report**

The layout of the local authority funding report is contained in [Annex A](#).

[Annex B](#) contains an explanation of how the figures which feed into each box on the funding report are derived.

## **3.5 Queries with the funding report**

If you have any queries specifically related to the use of school census data for school funding which are not covered by the information in the associated user guides then please contact the department using a [service request form](#).

## Annex A – COLLECT funding report template

LA Funding Report –Early Years Funding – Universal entitlement

Pupils from 2018 Spring School Census

Pupils (3)(4)

	LA Maintained Nursery (1)	LA Maintained Primary	LA Maintained All Through	LA Maintained Secondary	Mainstream Academies (inc Free Schools, Studio Schools and UTCs) (2)	Total
a. pupils <b>aged 2</b> at 31st December 2017 (born between 01/01/15 and 31/12/15) in <b>all year groups</b> (PTE) based on <b>funded</b> hours	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
b. pupils <b>aged 3</b> at 31st December 2017 (born between 01/01/14 and 31/12/14) in <b>all year groups</b> (PTE) based on <b>funded</b> hours	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
c. pupils <b>aged 3</b> at 31 August 2017, but 4 by 31 December 2017 (rising 4s) (born between 01/09/13 and 31/12/13) in <b>all year groups</b> (PTE) based on <b>funded</b> hours	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
d. pupils <b>age4 and above</b> as at 31 August 2017 (born on or before 31/08/13) in <b>National Curriculum Year Group E1, E2, N1 and N2</b> at the time of the census (PTE) based on <b>funded</b> hours	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Total (sum of rows a to d)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	[= a + b + c + d]	[= a + b + c + d]	[= a + b + c + d]	[= a + b + c + d]	[= a + b + c + d]	[= a + b + c + d]

### Notes:

- Maintained nursery figures also include direct grant nursery schools.
- The mainstream academies column includes mainstream academies of all types (both recoupment and non-recoupment) as well as mainstream Free Schools, Studio Schools and UTCs. Does not include Special Academies, Alternative Provision Academies or Alternative Provision Free Schools as pupils attending those establishments will be funded via the High Needs Block of the Dedicated Schools Grant.
- The Part Time Equivalent (PTE) number of pupils aged under 5 from the School Census funded via the Early Years Block is based on funded hours recorded in the census and NOT the full time / part time indicator. Funding for pupils aged 5 and above in E1, E2, N1 or N2 will be based on a full time headcount of all sole (C) and dual main (M) registrations (including F and O registrations).
- Funding for unresolved duplicate UPNs will be split between all 'C', 'M', 'F' and 'O' enrolments for that UPN.

LA Funding Report –Early Years Funding – Extended entitlement  
Pupils from 2018 Spring School Census  
Pupils (3)(4):

	LA Maintained Nursery (1)	LA Maintained Primary	LA Maintained All Through	LA Maintained Secondary	Mainstream Academies (inc Free Schools, Studio Schools and UTCs) (2)	Total
a. pupils <b>aged 3</b> at 31st December 2017 (born between 01/01/14 and 31/12/14) in <b>all year groups</b> (PTE) based on <b>extended</b> hours	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
b. pupils <b>aged 3</b> at 31 August 2017, but 4 by 31 December 2017 (rising 4s) (born between 01/09/13 and 31/12/13) in <b>all year groups</b> (PTE) based on <b>extended</b> hours	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
c. pupils <b>aged 4 and above</b> as at 31 August 2017 (born on or before 31/08/13) in <b>National Curriculum Year Group E1, E2, N1 and N2</b> at the time of the census (PTE) based on <b>extended</b> hours	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Total (sum of rows a to c)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	[= a + b + c]	[= a + b + c]	[= a + b + c]	[= a + b + c]	[= a + b + c]	[= a + b + c]

Notes:

- Maintained nursery figures also include direct grant nursery schools.
- The mainstream academies column includes mainstream academies of all types (both recoupment and non-recoupment) as well as mainstream Free Schools, Studio Schools and UTCs. Does not include Special Academies, Alternative Provision Academies or Alternative Provision Free Schools as pupils attending those establishments will be funded via the High Needs Block of the Dedicated Schools Grant.
- The Part Time Equivalent (PTE) number of pupils aged under 5 from the School Census funded based on extended hours recorded in the census and NOT the full time / part time indicator.
- Funding for unresolved duplicate UPNs will be split between all 'C', 'M', 'F' and 'O' enrolments for that UPN.

## Annex B: COLLECT funding report calculations

This report should contain the aggregated totals for the following schools from the spring school census within the local authority (split into the following columns):

**LA Maintained Nursery:** all local authority maintained schools in COLLECT with phase equal 'NS';

**LA Maintained Primary:** all local authority maintained schools in COLLECT with phase equal 'PS' and 'MP';

**LA Maintained All Through:** all local authority maintained schools in COLLECT with phase equal 'AT';

**LA Maintained Secondary:** all local authority maintained schools in COLLECT with phase equal 'SS' and 'MS';

**Mainstream Academies (including free schools, UTCs and studio schools):** includes mainstream academies of all types (both recoupment and non-recoupment) as well as mainstream free schools, studio schools and UTCs. Does not include special academies, alternative provision (AP) academies or AP free schools as pupils attending those establishments will be funded via the High Needs Block of the dedicated schools grant (DSG)

Pupil calculations as follows: where DOB, enrol status or national curriculum year group are missing, do not include.

**A – Disadvantaged two year old and universal entitlement calculations are as follows:**

- a. Sum of the early years universal entitlement for pupils where:  
(DOB is between 01.01.15 and 31.12.15) **and** (EnrolStatus = C, M, F, O and S)  
**[DOB covers pupils aged 2]**
- b. Sum of the early years universal entitlement for pupils where:  
(DOB is between 01.01.14 and 31.12.14) **and** (EnrolStatus = C, M, F, O and S)  
**[DOB covers pupils aged 3]**
- c. Sum of the early years universal entitlement for pupils where:  
(DOB is between 01.09.13 and 31.12.13) **and** (EnrolStatus = C, M, F, O and S)  
**[DOB covers pupils aged 3 but 4 by 31 Dec]**
- d. Sum of the early years universal entitlement for pupils where:  
(DOB is on or before 31.08.2013 **and** (EnrolStatus = C, M, F, O and S) **and**  
(NCYearActual = E1, E2, N1 or N2)

**[DOB covers pupils aged 4 and above in E1, E2, N1 or N2]**

- **The Total (PTE) row is calculated as follows:**

Row a + Row b + Row c + Row d

**The last cell in the Total PTE row should be the sum of the row and not the sum of the column.**

**B - Early years additional entitlement for three and four year old children of eligible working parents as follows:**

- a. Sum of the early years extended entitlement for pupils where:  
(DOB is between 01.01.14 and 31.12.14) **and** (EnrolStatus = C, M, F, O and S)

**[DOB covers pupils aged 3]**

- b. Sum of the early years extended entitlement for pupils where:  
(DOB is between 01.09.13 and 31.12.13) **and** (EnrolStatus = C, M, F, O and S)

**[DOB covers pupils aged 3 but 4 by 31 Dec]**

- c. Sum of the early years universal entitlement for pupils where:  
(DOB is on or before 31.08.2013 **and** (EnrolStatus = C, M, F, O and S) **and**  
(NCYearActual = E1, E2, N1 or N2)

**[DOB covers pupils aged 4 and above in E1, E2, N1 or N2]**

- **The Total (PTE) row is calculated as follows:**

Row a + Row b + Row c

**The last cell in the Total PTE row should be the sum of the row and not the sum of the column.**

Details of the calculations for the universal entitlement and the extended entitlement are included in [Annex C](#).

## Annex C: calculation of the funding entitlements for 2, 3 and 4 year olds:

All registrations for a particular UPN are included in the calculations and the funded hours for each registration is capped by following the rules below:

For the purpose of this report:

**2 Year olds** = Pupils born between 01.01.15 and 31.12.15 inclusive

**3 Year olds** = Pupils born between 01.09.13 and 31.12.14 inclusive in all NC Years

**4 Year olds** = Pupils born between 01.09.12 to 31.08.13 in NC Year E1, E2, N1 or N2 only

### Key:

- **UPN** = Unique Pupil Number <UPN>
- **Early years universal entitlement (funded hours)** = 15 hours for 2 and 3 year olds, 25 hours for 4 year olds; Funded hours for 4 year olds capped at 15 with the presence of any extended hours and 30 hour code.
- **Early Years extended entitlement (extended hours)** = 15 hours for 3 and 4 year olds;
- **Funded Hours** = Hours contained in </FundedHours> field on COLLECT for a particular registration.
- **Extended Hours** = Hours contained in </ExtendedHours> field on COLLECT for a particular registration.
- **30 Hour Code** = Eligibility code contained in </30HourCode> field on COLLECT for a particular registration.
- **Solely registered** = </EnrolStatus> of 'C'
- **Main registration** = </EnrolStatus> of 'M'
- **Other providers** = </EnrolStatus> of 'O'
- **FE Colleges** = </EnrolStatus> of 'F'
- **Subsidiary registration** = </EnrolStatus> of 'S'
- **Remaining hours** = Universal entitlement less the funding allocated to the main registration

- Find all registrations associated with a particular UPN

The table below describes valid and invalid combinations of Enrolment Status codes.

Enrol Status		Pupil 1				
		C	M	S	F	O
Pupil 2	C	x	x	x	x	x
	M	x	x	✓	x	x
	S	x	✓	x	x	x
	F	x	x	x	x	x
	O	x	x	x	x	x

\* Enrolment status of 'F' and 'O' are only relevant for pupils in Pupil Referral Units

Where an **invalid** combination of enrolment status are found:

- The funding will be split equally among 'C', 'M', 'F' or 'O' enrolment statuses only (enrolment statuses of 'F' or 'O' are only applicable to pupils in PRUs).  
PTE for funding purposes =  $1 \div (\text{number of pupils with the same UPN with enrolment status of 'C', 'M', 'F' or 'O'})$ .

Where a **valid** combination of enrolment status are found:

### **Early years universal entitlement (based on funded hours)**

- If the 'funded hours' for the main registration (or sole, 'F' or 'O' registration where UPN only has one registration) **are greater than or equal to** the universal entitlement then the funding for this registration will be capped at the universal entitlement and any subsidiary registrations for this UPN will be allocated no funding.
- If the 'funded hours' for the main registration (or sole, 'F' or 'O' registration where UPN only has one registration) **are less** than the universal entitlement then the funding for this registration will equal the 'funded hours'. The remaining funding available (i.e. the universal entitlement less the funding allocated to the main registration) will be split between any subsidiary registrations following the rules below:
  - If the sum of the 'funded hours' for all subsidiary registrations **are less than or equal to** the remaining hours (i.e. the universal entitlement less the funding allocated to the main registration) then the funding allocated to each of the subsidiaries will equal their 'funded hours';
  - If the sum of the 'funded hours' for all subsidiary registrations **are greater than** the remaining hours (i.e. the universal entitlement less the funding allocated to the main registration) then the funding allocated to each of the subsidiaries will be split according to their contribution to the overall total 'funded hours' for all subsidiaries;
- For pupils aged **4 only**, if the sum of the total 'funded hours' across all registrations associated with a particular UPN are at least 21 hours but less than 25 hours (i.e. **21 hours  $\leq$  funded hours < 25 hours**) then the total funding allocated to this UPN's main registration (or sole, 'F' or 'O' registration where UPN only has one registration) should be increased such that the total funding across all registrations equals **25 hours (i.e. total universal entitlement amount = 1.66 PTE)**.

**For all registrations the universal entitlement for funding purposes to be included in the funding report will be calculated as the funding allocated to the registration divided by 15 hours to give a full time equivalent figure (PTE).**

### **Early years extended entitlement (based on extended hours and 30 hour code)**

Where a **valid** combination of enrolment status are found:

- If the 'extended hours' for the main registration (or sole, 'F' or 'O' registration where UPN only has one registration) **are greater than or equal to** the extended entitlement then the funding for this registration will be capped at the extended entitlement and any subsidiary registrations for this UPN will be allocated no funding.

- If the 'funded hours' for the main registration (or sole, 'F' or 'O' registration where UPN only has one registration) **are less** than the universal entitlement then the funding for this registration will equal the 'funded hours'. The remaining funding available (i.e. the universal entitlement less the funding allocated to the main registration) will be split between any subsidiary registrations following the rules below:
  - If the sum of the 'funded hours' for all subsidiary registrations **are less than or equal** to the remaining hours (i.e. the universal entitlement less the funding allocated to the main registration) then the funding allocated to each of the subsidiaries will equal their 'funded hours';
  - If the sum of the 'funded hours' for all subsidiary registrations **are greater than** the remaining hours (i.e. the universal entitlement less the funding allocated to the main registration) then the funding allocated to each of the subsidiaries will be split according to their contribution to the overall total 'funded hours' for all subsidiaries;

### **Business rules**

- For pupils aged **4 in E1, E2, N1 and N2 only**, if the sum of the total 'funded hours' across all registrations associated with a particular UPN are greater than 15 and there is a 30 hour code present OR extended hours across all registrations associated with the same UPN are present, then 'funded hours' should be capped at 15 (i.e. universal entitlement = 1 PTE).
- For any pupil with extended hours, the extended entitlement should be set to null if there is not also a 30 hour code present.

**For all registrations the extended entitlement for funding purposes to be included in the funding report will be calculated as the funding allocated to the registration divided by 15 hours to give a part time equivalent figure (PTE).**

In order to aid understanding of how the above rules should be applied, below are a series of worked examples:

- for solely registered pupils - see [example 1](#);
- for dually registered pupils - see [example 2](#);
- for pupils with more than one subsidiary registration - see [example 3](#);
- for pupils with an invalid combination of enrolment statuses - see [example 4](#).

## EXAMPLE 1 – Solely registered pupils

[a.\) Solely registered 2 year old with 'funded hours' of 17 hours](#)

[b.\) Solely registered 3 year old with 'funded hours' of 15 hours and 'extended hours' of 15 hours](#)

[c.\) Solely registered 4 year old in E1, E2, N1 or N2 with 'funded hours' of 20 hours and 'extended hours' of 12 hours](#)

[d.\) Solely registered 4 year old in E1, E2, N1 or N2 with 'funded hours' of 15 hours and 'extended hours' of 11 hours](#)

[e.\) Solely registered 4 year old in E1, E2, N1 or N2 with 'funded hours' of 22 hours and no 'extended hours'](#)

[f.\) Solely registered 4 year old in E1, E2, N1 or N2 with 'funded hours' of 20 hours and 'extended hours' of 15 hours](#)

### **a.) Solely registered 2 year old with 'funded hours' of 17 hours**

**A 2 year old pupil is solely registered (i.e. </EnrolStatus> = 'C') and has 'funded hours' at this registration of 17 hours (i.e. </FundedHours> = 17)**

As the funding available for 2 year olds is 15 hours and the 'funded hours' for this pupil's sole registration is 17 hours (which exceeds the free entitlement) then the funding for this registration will be capped at the available funding (i.e. 15 hours).

The DSG (early years block) universal entitlement for funding purposes for this registration will therefore be:  $15/15 = 1$  PTE

### **b.) Solely registered 3 year old with 'funded hours' of 15 hours and 'extended hours' of 15 hours**

**A 3 year old pupil is solely registered (i.e. </EnrolStatus> = 'C') and has 'funded hours' of 15 hours (i.e. </FundedHours> = 15) and 'extended hours' of 15 hours (i.e. </ExtendedHours> = 15) with a 30 hour code at this registration**

As the free entitlement for 3 year olds is 15 hours and the 'funded hours' for this pupil's sole registration is 15 hours then this registration will receive funding for the entire free entitlement (i.e. 15 hours).

The DSG (early years block) universal entitlement for funding purposes for this registration will therefore be:  
 $15/15 = 1$  PTE

As the extended hours entitlement for 3 year olds is 15 hours and the extended hours for this pupil's sole registration is 15 hours then this registration will receive funding for the entire free entitlement (i.e. 15 hours).

The extended hours extended entitlement for funding purposes for this registration will therefore be:  $15/15 = 1$  PTE

### **c.) Solely registered 4 year old in E1, E2, N1 or N2 with 'funded hours' of 20 hours and 'extended hours' of 12 hours**

**A 4 year old pupil is solely registered (i.e. </EnrolStatus> = 'C') and has 'funded hours' of 20 hours (i.e. </FundedHours> = 20) and 'extended hours' of 12 hours (i.e. </ExtendedHours> = 12) with a 30 hour code at this registration**

The funding available for 4 year olds is 25 hours (or 15 hours if the 4 year old is eligible for extended hours). As the pupil has also provided extended hours, 'funded hours' for this pupil will be capped at 15 hours.

The DSG (early years block) universal entitlement for funding purposes for this registration will therefore be:  $15/15 = 1$  PTE

As the pupils funded hours has been capped at 15 funded hours they are also entitled to funding for up to 15 extended hours.

The extended entitlement for funding purposes for this registration will therefore be:  $12/15 = 0.8$  PTE

**d.) Solely registered 4 year old in E1, E2, N1 or N2 with 'funded hours' of 15 hours and 'extended hours' of 11 hours**

**A 4 year old pupil is solely registered (i.e. </EnrolStatus> = 'C') and has 'funded hours' of 15 hours (i.e. </FundedHours> = 15) and 'extended hours' of 11 hours (i.e. </ExtendedHours> = 11) with a 30 hour code at this registration**

As the funding available for 4 year olds is 25 hours (or 15 hours if the 4 year old is eligible for extended hours) and the 'funded hours' for this pupil's sole registration is 15 hours (which is less than the funding available) then this registration will receive a proportion of the funding for their funded hours.

The DSG (early years block) universal entitlement for funding purposes for this registration will therefore be:  $15/15 = 1$  PTE

As the extended hours entitlement for 4 year olds is 15 hours and the extended hours for this pupil's sole registration is 11 hours then this registration will receive a proportion of the funding available.

The extended entitlement for funding purposes for this registration will therefore be:  $11/15 = 0.73$  PTE

**e.) Solely registered 4 year old in E1, E2, N1 or N2 with 'funded hours' of 22 hours and no 'extended hours'**

**A 4 year old pupil is solely registered (i.e. </EnrolStatus> = 'C') and has 'funded hours' of 22 hours (i.e. </FundedHours> = 22) and no 'extended hours' (i.e. </ExtendedHours> = null) at this registration**

Where a 4 year old has funded hours of at least 21 hours but less than 25 hours then the total funding is increased so that the total funding across all registrations is equal to 25 (or the funded hours will be capped at 15 if the 4 year old is eligible for extended hours). Therefore, as the 'funded hours' for this pupil's sole registration is 22 hours then the funding for this registration is increased to the maximum available funding (i.e. 25 hours).

The DSG (early years block) universal entitlement for funding purposes for this registration will therefore be:  $25/15 = 1.66$  PTE

The extended entitlement for funding purposes for this registration will be zero as this child is not eligible for extended hours.

**f.) Solely registered 4 year old in E1, E2, N1 or N2 with ‘funded hours’ of 20 hours and ‘extended hours’ of 15 hours**

**A 4 year old pupil is solely registered (i.e. </EnrolStatus> = ‘C’) and has ‘funded hours’ of 20 hours (i.e. </FundedHours> = 20) and ‘extended hours’ of 15 hours (i.e. </ExtendedHours> = 12) with NO 30 hour code at this registration**

The funding available for 4 year olds is 25 hours (or 15 hours if the 4 year old is eligible for extended hours). As this pupil has not provided a 30 hour code they will not be funded for any ‘extended hours’ irrespective of the extended hours recorded. In this case the pupil will receive funding for all of their funded hours and no funding for the extended hours recorded.

The DSG (early years block) universal entitlement for funding purposes for this registration will therefore be:  $20/15 = 1.33$  PTE

The extended entitlement for funding purposes for this registration will be zero as this child is not eligible for this without a 30 hour code.

**EXAMPLE 2 – Dually registered pupils**

[a.\) Dually registered 2 year old with ‘funded hours’ of 15 hours at main registration and 2.5 hours at subsidiary registration](#)

[b.\) Dually registered 4 year old in E1, E2, N1 or N2 with ‘funded hours’ of 10 hours at main registration and 5 hours at subsidiary registration and ‘extended hours’ of 10 at main registration and 5 hours at subsidiary registration](#)

[c.\) Dually registered 3 year old with ‘funded hours’ of 10 hours at main registration and 5 hours at subsidiary registration and ‘extended hours’ of 10 at main registration and 5 hours at subsidiary registration.](#)

**a.) Dually registered 2 year old with ‘funded hours’ of 15 hours at main registration and 2.5 hours at subsidiary registration**

**A 2 year old pupil is dually registered with ‘funded hours’ of 15 hours at main registration (i.e. </EnrolStatus> = ‘M’ and </FundedHours> = 15) and ‘funded hours’ of 2.5 hours at subsidiary registration (i.e. </EnrolStatus> = ‘S’ and </FundedHours> = 2.5)**

As the funding available for 2 year olds is 15 hours and the ‘funded hours’ for this pupil’s main registration is 15 hours then all the funding for this pupil will go to the main registration with zero going to subsidiary registration

	Main Registration	Subsidiary Registration	Total
‘Funded Hours’	15	2.5	17.5
Funding	15	0	15
Universal entitlement for funding purposes (funding / 15)	1.0 PTE	0.00 PTE	1.0 PTE

**b.) Dually registered 4 year old in E1, E2, N1 or N2 with ‘funded hours’ of 10 hours at main registration and 5 hours at subsidiary registration and ‘extended hours’ of 10 at main registration and 5 hours at subsidiary registration.**

**A 4 year old pupil is dually registered with ‘funded hours’ of 10 hours at main registration (i.e. </EnrolStatus> = ‘M’ and </FundedHours> = 10) and ‘funded hours’ of 5 hours at subsidiary registration (i.e. </EnrolStatus> = ‘S’ and </FundedHours> = 5) and ‘extended hours’ of 10 hours at main registration with a 30 hour code (i.e. </EnrolStatus> = ‘M’ and </ExtendedHours> = 10) and ‘extended hours’ of 5 hours at subsidiary registration with a 30 hour code (i.e. </EnrolStatus> = ‘S’ and </ExtendedHours> = 5)**

As the funding available for 4 year olds is 25 hours (or 15 hours if the 4 year old is eligible for extended hours) and the ‘funded hours’ for this pupil’s main registration is 10 hours then the main registration will receive funding for all of its ‘funded hours’ (i.e. 10 hours). As the ‘funded hours’ at the subsidiary registration when added to the ‘funded hours’ at the main registration is less than the total allowed for 4 year olds (25 hours) then the subsidiary registration will receive funding for all of its ‘funded hours’ (i.e. 5 hours).

	Main Registration	Subsidiary Registration	Total
‘Funded Hours’	10	5	15
Funding	10	5	15
Universal entitlement for funding purposes (funding / 15)	0.66 PTE	0.33 PTE	1.0 PTE

As the extended hours funding available for 4 year olds is 15 hours and the ‘extended hours’ for this pupil’s main registration is 10 hours then the main registration will receive funding for all of its ‘extended hours’ (i.e. 10 hours). As the ‘extended hours’ at the subsidiary registration when added to the ‘extended hours’ at the main registration does not exceed the total allowed for 4 year olds (15 hours) then the subsidiary registration will receive funding for all of its ‘extended hours’ (i.e. 5 hours).

	Main Registration	Subsidiary Registration	Total
‘Extended Hours’	10	5	15
Funding	10	5	15
Extended entitlement for funding purposes (funding / 15)	0.66 PTE	0.33 PTE	1.0 PTE

**c.) Dually registered 3 year old with ‘funded hours’ of 10 hours at main registration and 5 hours at subsidiary registration and ‘extended hours’ of 10 at main registration and 5 hours at subsidiary registration.**

**A 3 year old pupil is dually registered with ‘funded hours’ of 10 hours at main registration (i.e. </EnrolStatus> = ‘M’ and </FundedHours> = 10) and ‘funded hours’ of 5 hours at subsidiary registration (i.e. </EnrolStatus> = ‘S’ and </FundedHours> = 5) and ‘extended hours’ of 10 hours at main registration with a 30 hour code (i.e. </EnrolStatus> = ‘M’ and </ExtendedHours> = 10) and ‘extended hours’ of 5 hours at subsidiary registration with NO 30 hour code (i.e. </EnrolStatus> = ‘S’ and </ExtendedHours> = 5)**

As the funding available for 3 year olds is 15 hours and the 'funded hours' for this pupil's main registration is 10 hours then the main registration will receive funding for all of its 'funded hours' (i.e. 10 hours). As the 'funded hours' at the subsidiary registration when added to the 'funded hours' at the main registration is equal to the total allowed for 3 year olds (15 hours) then the subsidiary registration will receive funding for all of its 'funded hours' (i.e. 5 hours).

	Main Registration	Subsidiary Registration	Total
'Funded Hours'	10	5	15
Funding	10	5	15
Universal entitlement for funding purposes (funding / 15)	0.66 PTE	0.33 PTE	1.0 PTE

The extended hours funding available for 3 year olds is 15 hours. The 'extended hours' for this pupil's main registration is 10 hours and they have provided a 30 hour code so the main registration will receive funding for all of its 'extended hours' (i.e. 10 hours). Although the 'extended hours' at the subsidiary registration when added to the 'extended hours' at the main registration does not exceed the total allowed for 3 year olds (15 hours) the subsidiary registration has not provided a 30 hour code and therefore will not receive funding for 'extended hours' irrespective of the extended hours recorded.

	Main Registration	Subsidiary Registration	Total
'Extended Hours'	10	5	15
Funding	10	0	10
Extended entitlement for funding purposes (funding / 15)	0.66 PTE	0.0 PTE	0.66 PTE

**EXAMPLE 3 – Pupils with two subsidiary registrations**

a.) A 4 year old pupil in E1, E2, N1 or N2 has ‘funded hours’ of 10 hours at main registration with 2.5 hours at one subsidiary registration and another 2.5 hours at another subsidiary registration and ‘extended hours’ of 8 hours at main registration and extended hours of 7 hours at one of the subsidiary registrations

b.) A 3 year old pupil has ‘funded hours’ of 10 hours at main registration with 5 hours at one subsidiary registration and another 3 hours at another subsidiary registration

c.) A 4 year old pupil in E1, E2, N1 or N2 has ‘funded hours’ of 25 hours at main registration with 5 hours at one subsidiary registration and 2.5 hours at another subsidiary registration

**a.) A 4 year old pupil in E1, E2, N1 or N2 has ‘funded hours’ of 10 hours at main registration with 2.5 hours at one subsidiary registration and another 2.5 hours at another subsidiary registration and ‘extended hours’ of 8 hours at main registration and extended hours of 7 hours at one of the subsidiary registrations**

**A 4 year old pupil has ‘funded hours’ of 10 hours at main registration (i.e. </EnrolStatus> = ‘M’ and </FundedHours> = 10) with ‘funded hours’ of 2.5 hours at one subsidiary registration (i.e. </EnrolStatus> = ‘S’ and </FundedHours> = 2.5) and ‘funded hours’ of 2.5 hours at another subsidiary registration (i.e. </EnrolStatus> = ‘S’ and </FundedHours> = 2.5) and ‘extended hours’ of 8 hours at main registration (i.e. </EnrolStatus> = ‘M’ and </ExtendedHours> = 8) with ‘extended hours’ of 7 hours at one subsidiary registration with a 30 hour code (i.e. </EnrolStatus> = ‘S’ and </ExtendedHours> = 7)**

As the funding available for 4 year olds is 25 hours (or 15 hours if the 4 year old is eligible for extended hours) and the ‘funded hours’ for this pupil’s main registration is 10 hours then the main registration will receive funding for all of its ‘funded hours’. As the total ‘funded hours’ across the two subsidiary registrations (i.e. 2.5 hours + 2.5 hours = 5 hours) when added to the hours at the main registration is less than the total available funding then the two subsidiary registrations will receive funding for all their ‘funded hours’.

	Main Registration	Subsidiary Registration 1	Subsidiary Registration 2	Total
‘Funded Hours’	10	2.5	2.5	15
Funding	10	2.5	2.5	15
Universal entitlement for funding purposes (funding / 15)	0.66 PTE	0.16 PTE	0.16 PTE	1.0 PTE

As the extended hours funding available for 4 year olds is 15 hours and the ‘extended hours’ for this pupil’s main registration is 8 hours then the main registration will receive funding for all of its ‘extended hours’. As the remaining ‘extended hours’ at one of the two subsidiary registrations (7 hours) when added to the hours at the main registration does not exceed the total allowed then the subsidiary registration will receive funding for all their ‘extended hours’.

	Main Registration	Subsidiary Registration 1	Subsidiary Registration 2	Total
'Extended Hours'	8	7	0	15
Funding	8	7	0	15
Extended entitlement for funding purposes (funding / 15)	0.53 PTE	0.46 PTE	0.0 PTE	1.0 PTE

b.) A 3 year old pupil has 'funded hours' of 10 hours at main registration with 5 hours at one subsidiary registration and another 3 hours at another subsidiary registration

**A 3 year old pupil has 'funded hours' of 10 hours at main registration (i.e. </EnrolStatus> = 'M' and </FundedHours> = 10) with 'funded hours' of 5 hours at one subsidiary registration (i.e. </EnrolStatus> = 'S' and </FundedHours> = 5) and 'funded hours' of 3 hours at another subsidiary registration (i.e. </EnrolStatus> = 'S' and </FundedHours> = 3)**

As the free entitlement for 3 year olds is 15 hours and the 'funded hours' for this pupil's main registration is 10 hours then the main registration will receive funding for all of its 'funded hours' (i.e. 10 hours). The remaining 5 hours of free entitlement (i.e. 15 hours free entitlement less 10 hours allocated to main registration) will be split between the subsidiary registrations.

As the total 'funded hours' across the two subsidiary registrations (i.e. 5 hours + 3 hours = 8 hours) is greater than the remaining 5 hours of free entitlement then this will be split using the following ratio's:

Subsidiary 1:

$$\frac{\text{'funded hours' at sub 1}}{\text{'funded hours' at sub 1 + 'funded hours' at sub 2}} = 5 / (5 + 3) = 5/8 = 0.625$$

Subsidiary 2:

$$\frac{\text{'funded hours' at sub 2}}{\text{'funded hours' at sub 1 + 'funded hours' at sub 2}} = 3 / (5 + 3) = 3/8 = 0.375$$

Hence the remaining 5 hours of funding will be allocated by multiplying the remaining funding by the respective ratios (i.e.  $5 * 0.625 = 3.125$  for sub 1 and  $5 * 0.375 = 1.875$  for sub 2)

	Main Registration	Subsidiary Registration 1	Subsidiary Registration 2	Total
'Funded Hours'	10	5	3	18
Funding	10	3.125	1.875	15
Universal entitlement for funding purposes (funding / 15)	0.66 PTE	0.20 PTE	0.12 PTE	1.0 PTE

c.) A 4 year old pupil in E1, E2, N1 or N2 has ‘funded hours’ of 25 hours at main registration with 5 hours at one subsidiary registration and 2.5 hours at another subsidiary registration

A 4 year old pupil has ‘funded hours’ of 25 hours at main registration (i.e. </EnrolStatus> = ‘M’ and </FundedHours> = 25) with ‘funded hours’ of 5 hours at one subsidiary registration (i.e. </EnrolStatus> = ‘S’ and </FundedHours> = 5) and ‘funded hours’ of 2.5 hours at another subsidiary registration (i.e. </EnrolStatus> = ‘S’ and </FundedHours> = 2.5)

As the funding available for 4 year olds is 25 hours (or 15 hours if the 4 year old is eligible for extended hours) and the ‘funded hours’ for this pupil’s main registration is 25 hours then the main registration will receive all the funding for this pupil with both subsidiaries receiving no funding.

	Main Registration	Subsidiary Registration 1	Subsidiary Registration 2	Total
‘Funded Hours’	25	5	2.5	32.5
Funding	25	0	0	25
Universal entitlement for funding purposes (funding / 15)	1.66 PTE	0.00 PTE	0.00 PTE	1.66 PTE

As the funded hours across all registrations for this pupil exceeds 15, if they had a 30 hour code and extended hours was present, the funded hours would have been capped at 15.

**EXAMPLE 4 – Pupils with invalid combinations of enrolment status**

a.) A 3 year old pupil has an invalid combination of enrolment status with two main registrations each with 'funded hours' of 12.5 hours

b.) A 4 year old pupil in E1, E2, N1 or N2 has an invalid combination of enrolment status with one sole registration with 'funded hours' of 10 hours and a main registration with 'funded hours' of 5 hours. They also have 'extended hours' of 10 hours at the sole registration and 'extended hours' of 5 hours at the main registration.

c.) A 4 year old pupil in E1, E2, N1 or N2 has an invalid combination of enrolment status with one sole registration with 'funded hours' of 20 hours, one main registration with 'funded hours' of 10 hours and one subsidiary registration with 'funded hours' of 5 hours. They also have 'extended hours' of 5 hours at each registration.

**a.) A 3 year old pupil has an invalid combination of enrolment status with two main registrations each with 'funded hours' of 12.5 hours**

**A 3 year old pupil has 'funded hours' of 12.5 hours at main registration (i.e. </EnrolStatus> = 'M' and </FundedHours> = 12.5) with 'funded hours' of 12.5 hours at another main registration (i.e. </EnrolStatus> = 'M' and </FundedHours> = 12.5)**

As this UPN has an invalid combination of enrolment status the universal entitlement should be split equally among 'C' and 'M' enrolment statuses only. Hence as there are 2 main registrations recorded against this UPN the PTE for funding purposes will therefore be  $\frac{1}{2}$  for each registration.

**b.) A 4 year old pupil in E1, E2, N1 or N2 has an invalid combination of enrolment status with one sole registration with 'funded hours' of 10 hours and a main registration with 'funded hours' of 5 hours. They also have 'extended hours' of 10 hours at the sole registration and 'extended hours' of 5 hours at the main registration.**

**A 4 year old pupil has 'funded hours' of 10 hours at sole registration (i.e. </EnrolStatus> = 'C' and </FundedHours> = 10) with 'funded hours' of 5 hours at main registration (i.e. </EnrolStatus> = 'M' and </FundedHours> = 5). The pupil also has 'extended hours' of 10 hours at sole registration with a 30 hour code (i.e. </ExtendedHours> = 10) and 'extended hours' of 5 hours at main registration with a 30 hour code (i.e. </ExtendedHours> = 5)**

As this UPN has an invalid combination of enrolment status the funding should be split equally among 'C' or 'M' enrolment statuses only. Hence as there are a total of two registrations with enrolment status of 'C' or 'M' (i.e. there is one C and one M) then the PTE for funding purposes will therefore be  $\frac{1}{2}$  for each registration. Therefore each registration will receive  $\frac{1}{2}$  PTE for universal entitlement and  $\frac{1}{2}$  PTE for extended entitlement

**c.) A 4 year old pupil in E1, E2, N1 or N2 has an invalid combination of enrolment status with one sole registration with 'funded hours' of 20 hours, one main registration with 'funded hours' of 10 hours and one subsidiary registration with 'funded hours' of 5 hours. They also have 'extended hours' of 5 hours at each registration.**

**A 4 year old pupil has 'funded hours' of 20 hours at sole registration (i.e. </EnrolStatus> = 'C' and </FundedHours> = 20) with 'funded hours' of 10 hours at main registration (i.e. </EnrolStatus> = 'M' and </FundedHours> = 10) and 'funded hours' of 5 hours at subsidiary registration (i.e. </EnrolStatus> = 'S' and </FundedHours> = 5). The pupil also has 'extended hours' of 5 hours at each registration with a 30 hour code (i.e. </ExtendedHours> = 5)**

As this UPN has an invalid combination of enrolment status the funding should be split equally among 'C' or 'M' enrolment statuses only. Hence, in this example the subsidiary registration would be excluded and the PTE for funding purposes will be split equally (i.e.  $\frac{1}{2}$  PTE) across the main and sole registration for both universal entitlement and extended entitlement.



Department  
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