
Mainstream Exclusions and Managed Moves

Report being considered by: Schools' Forum on 11th March 2024

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Item for: Discussion **By:** All Forum Members

1. Purpose of the Report

1.1 To set out the process for excluded pupils and those with managed moves.

2. Recommendation

2.1 That the report be noted

3. Introduction/Background

3.1 When a pupil is permanently excluded and then moves to a new school, or when a pupil moves school on a Managed Move, there is the principal that funding “follows the pupil”.

4. Supporting Information

4.1 The ‘School and Early Years Finance (England) Regulations’ (paragraph 37 of the 2023 regulations) and ‘Schools Revenue Funding Operational Guide’ (paragraphs 23 to 24 of the August 2023 version for 2024/25) clearly set out the funding transfers required. These have been used to update the current policy.

5. Proposals

5.1 The current policy is shown in Appendix A and has been updated to reflect the most current guidance.

6. Appendices

6.1 Appendix A – Exclusion Policy

West Berkshire Council Schools Funding Transfers for Mainstream Exclusions and Managed Moves (2024/25 version)

1. Introduction

- 1.1 When a pupil is permanently excluded and then moves to a new school, or when a pupil moves school on a Managed Move, there is the principal that funding “follows the pupil”. This document sets out the following:
- (1) The amount of funding that will transfer in each of these circumstances, and how this is calculated.
 - (2) How the transfer of funding will take place.
- 1.2 Only funding transfers in relation to permanent exclusions are covered by legislation. Managed Moves are a local agreement, set out in the Fair Access Protocol.

2. Exclusions

- 2.1 The ‘School and Early Years Finance (England) Regulations’ (paragraph 37 of the 2023 regulations) and ‘Schools Revenue Funding Operational Guide’ (paragraphs 23 to 24 of the August 2023 version for 2024/25) clearly set out the funding transfers required.
- 2.2 All West Berkshire academies have provisions in their funding agreements that require the same adjustments as maintained schools. The adjustments, however, will relate to the academy financial year.
- 2.3 The main principals are that:
- (1) Funding should flow **in-year** from the school that has excluded the pupil to the provision that takes responsibility for the pupil.
 - (2) The provisions act **independently** of whether a particular pupil has been on the census in the first place, and whether the school has received funding for them.
 - (3) The amount to transfer is the formula funding relating to the age **and personal circumstances** of that pupil (i.e. all the pupil led factors in the formula), pro rata to the number of **complete weeks** remaining in the financial year from the ‘relevant date’ – the sixth school day following the date of the permanent exclusion.
 - (4) For post-16 pupils the amount to transfer is £4,000, pro rata as above.

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- 2.4 It is acceptable to use the average pupil led funding for the school. Thus, the calculation of the weekly amount to be used in the calculation for a pre-16 pupil would be as shown in the following example:

Current Year Funding Formula	Total Funding
Basic Entitlement	£3,800,000
Low Prior Attainment Funding	£220,000
Deprivation Funding	£84,000
English as an Additional Language Funding	£5,000
Total Pupil Led Funding	£4,109,000
Number of pupils the formula funding is based on	900
Pupil Led Funding per pupil	£4,565.56
Weekly per pupil Amount (divide by 52)	£87.80

The funding formula breakdown and pupil numbers for every West Berkshire school can be found on the WBC school funding web page.

- 2.5 The calculation of the funding is then as shown in the following example (for a pupil excluded on 24th November and then starting in a new school from 3rd January):

Excluding School		Receiving School (or reinstatement at Excluding School)	
Weekly amount per pupil	£87.80	Weekly amount per pupil	£87.80
Multiply by number of complete weeks remaining in financial year from the relevant date i.e. from 1 st December to 31 st March (it would be 31 st August for an academy)	17	Multiply by number of complete weeks remaining in financial year from date pupil starts in the new school i.e. from 3 rd January to 31 st March (it would be 31 st August for an academy)	12
Amount Removed	£1,492.60	Amount Received	£1,053.60

- 2.6 If the pupil is eligible for pupil premium, the same pro rata funding adjustment is made.
- 2.7 The adjustment is for the **current financial year** only and **cannot be applied to subsequent years**.
- 2.8 If the exclusion takes place after 1 April in a school year where the pupil would normally have left at the end of that school year, the calculation is based just on the number of weeks left until the end of the school year.
- 2.9 The review panel may also issue a Financial Adjustment Order if relevant, which would be an additional adjustment of £4,000.

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2.10 The process for the funding transfer is as follows:

The WBC Exclusion Officer will inform WBC accountancy of the exclusion – this will include the pupil’s name, movements, and relevant dates.

Maintained to Maintained	The LA will transfer funding via journal and inform the relevant schools.
Maintained to Academy	The LA will remove funding from the maintained school via journal and make a payment to the academy (usually with another regular payment).
Academy to Maintained	The LA will invoice the academy and make a payment to the maintained school via a journal.
Academy to Academy	The LA will invoice the excluding academy and make a payment to the receiving academy (usually with another regular payment).

2.11 The reason the funding has to flow via the LA is because the pupil may not always move straight to another school or it may involve a school in another LA. If a pupil goes to a PRU first, the LA receives the funding for this period to go towards the payment of the place at the PRU. The LA is also responsible for payments to (and from) other LAs as per the ‘Education (Amount to Follow Permanently Excluded Pupil) Regulations’ 1999 and 2001.

3. Managed Moves

Managed Moves are agreed between the head teachers of two schools. The decision to move a pupil between schools (rather than formally exclude the pupil) will be negotiated directly between Head teachers. At this point, any funding transfers will also be agreed. As per the Fair Access Protocol, the funding transfer will only take place if after the Integration period (usually 6 weeks) the pupil is then formally admitted permanently to the new school. The funding transfer will be backdated to the start of the move.

3.1 For all Managed Moves it is the responsibility of the two schools involved to make the financial arrangements - the receiving school will calculate the amount due and invoice the school the pupil has come from, and the removing school will agree the amount and make the payment. If it is between two maintained schools an internal transfer can be used. The LA will not be involved at all in the transaction.

3.2 Although it will be determined at the meeting or at the time the agreement is made the basis of any funding transfer, it is usually agreed that the funding the removing school has actually received for the pupil will be transferred to the receiving school. This could be subject to different interpretations, with the term “AWPU” commonly used, and with no clear understanding of the relevant dates that drive the funding.

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- 3.3 In the absence of a more specific financial arrangement (e.g. a fixed sum could be agreed between the two head teachers), the following paragraphs will apply.
- 3.4 The average **pupil led** funding for the school the pupil is moving from will be the funding to be transferred – calculated as set out above in paragraph 2.4. If the pupil is eligible for pupil premium grant, this will also be transferred.
- 3.5 The funding to be transferred will be the funding for the pupil that the school has **already received in the current financial year from the transfer date, plus what the school will actually receive in the following financial year if relevant**, so is based on when the transfer takes place within the financial year in relation to the October census. Thus, there are the following two scenarios:
1. For transfers occurring **before** the October census, the pupil led funding is pro rata (for the actual number of weeks) to the end of the financial year (maintained) or academic year (academies), assuming the pupil is then recorded in the receiving school's census in the following October, otherwise scenario 2 will apply.
 2. For transfers occurring **after** the October census, the pupil led funding is as above, **plus** the total pupil led funding for the whole of the following financial year (maintained) or academic year (academies), assuming the pupil was still included in the removing school's previous October census, otherwise scenario 1 will apply.

If in either of these two scenarios the pupil would normally leave at the end of the school year, then the calculation is based on the number of weeks to the end of the school year.

- 3.6 If the transfer is maintained school to maintained school, the calculation is based on the local authority financial year i.e. to the end of March.
- 3.7 If the transfer is academy school to academy school, the calculation is based on the academy financial year i.e. to the end of August.
- 3.8 Transfers between a maintained school and an academy is complicated by the fact that they are operating on two different financial years and funding periods. The principal to be adopted is that a school will not be required to pay more than they have been funded for the pupil, and that a school cannot be double funded. Thus, the maximum a school will transfer out is the amount received for the pupil, and the maximum a school can receive is for the missing funding for the pupil transferred. Therefore, the funding transfer has to be calculated to the end of March in both of these scenarios.
- 3.9 The following provides an example of the calculation for each scenario:

In this example the annual pupil led funding is £4,400 in 2023/24 and £4,500 in 2024/25.

The Census date which drives the funding for the *following* financial year (commencing 1/4/24) or academic year (commencing 1/9/24) is 5th October 2023.

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	Transfer Date of 2nd October 2023. Pupil included on new school's census on 5th October	Transfer Date of 4th December 2023	Transfer Date of 4th December 2023 but pupil will leave at end of the current academic year
Maintained to Maintained	2/10/23 to 31/3/24 £4,400 x 26 weeks/52 = £2,200	4/12/23 to 31/3/25 £4,400 x 17 weeks/52 £4,500 x 52 weeks/52 = £5,938	4/12/23 to 31/8/24 £4,400 x 17 weeks/52 £4,500 x 22 weeks/52 = £3,342
Academy to Academy	2/10/23 to 31/8/24 £4,400 x 48 weeks/52 = £4,062	4/12/23 to 31/8/25 £4,400 x 39 weeks/52 £4,500 x 52 weeks/52 = £7,800	4/12/23 to 31/8/24 £4,400 x 39 weeks/52 = £3,300
Maintained to Academy	2/10/23 to 31/3/24 £4,400 x 26 weeks/52 = £2,200	4/12/23 to 31/3/25 £4,400 x 17 weeks/52 £4,500 x 52 weeks/52 = £5,938	4/12/23 to 31/8/24 £4,400 x 17 weeks/52 £4,500 x 22 weeks/52 = £3,342
Academy to Maintained	2/10/23 to 31/3/24 £4,400 x 26 weeks/52 = £2,200	4/12/23 to 31/3/25 £4,400 x 39 weeks/52 £4,500 x 30 weeks/52 = £5,896	4/12/23 to 31/8/24 £4,400 x 39 weeks/52 = £3,300