

LONDON BOROUGH OF WALTHAM FOREST

Appendix B: Task & Finish Report - Process Planning for 2014-15

Meeting / Date	HIGH NEEDS TASK & FINISH GROUP 15 OCTOBER 2013	Agenda Item	4b
Report Title	High Needs Block Process Planning for 2014-15		
Decision/ Discussion/ Information	For Discussion and Decision		
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Appendices			

1 Summary

- 1.1 This report sets out the process in order to finalise budgets for High Needs Block (HNB) 2014-15. The EFA have issued further guidance on the arrangements for 5-25 year olds. These are intended to be introduced for the academic year 2014 to 2015. It is therefore important that planning for 2014-15 is as comprehensive as possible.

2 Background

- 2.1 Expenditure within the High Needs Block remains volatile as new funding methods and commissioning bed down nationally. For 2013-14, the Local Authority used the best information available at the time of setting budgets. The High Needs Block funding for 2014-15 will be broadly the same. However, the EFA may make some adjustments on place-led funding and post 16 funding reflecting changes in numbers of High Needs Low Incidence (HNLI) pupils in 2013-14. As previously reported, the Local Authority faces a number of potential pressure points and risks. The main ones are laid out below.

- 2.1.1 Any increase in out-borough and independent placements.
- 2.1.2 A reduction in out-borough placements in our special schools and academies being replaced by Waltham Forest pupils.
- 2.1.3 A continuation of the current trend of level G and above pupils replacing level D, E and F pupils.
- 2.1.4 Growth in the number of Waltham Forest HNLI pupils in mainstream schools from rising age-cohort sizes. Waltham Forest school population is growing at 2% a year.
- 2.1.5 Additional SEN support needed for early years settings as the number of 2 year olds being offered free education rises from 300 in March 2013 to 1600 by September 2014.
- 2.1.6 Increasing provision for post 16 education including support up to the age of 25.
- 2.2 These cost pressures will need to be met from SEN underspends carried forward into 2013-14 from 2012-13 and any underspend arising within 2013-14 itself.

3 Reasons:

- 3.1 As advised by the EFA on 1 October 2013 for the academic year 2015 to 2016 (AY 2015/16) the EFA will move to a revised system for 5 -25 year olds. It will base place-funding for institutions on actual numbers available from a census for 5-16 year olds and Individual Learning Records (ILR) data for post 16 students. As this data is not available for the AY 2014/2015, the EFA has issued a template to all LAs. This has to be populated with high needs place numbers and be submitted by 23 December 2013.
- 3.1 The template issued to Waltham Forest shows the baseline place numbers for Waltham Forest to be fixed at 1369. The Local Authority is in the process of reviewing the data in the template.
- 3.2 The EFA will re-issue the high needs template at the end of November to include data showing actual post 16 student numbers by institution for the academic year AY 2012/13. The EFA expect that this data is taken into account when confirming place numbers for the AY 2014/2015.
- 3.3 The Local Authority has to also consider actual numbers in 2013 to 2014 before confirming place numbers for AY 2014/2015.
- 3.4 The timeline will be as follows (refer to Table 3) :
 - 3.4.1 The EFA will also publish in November the criteria for considering any submissions from local authorities for increases in place funding or to

retain DSG where place numbers fall. As the High Needs Budget is cash flat requests for increases in place numbers by Local Authorities will be met by a top-slicing of the overall High Needs Budget at a national level which has implications for all local authorities.

3.4.2 The EFA will then announce by 20 December 2013 initial allocations of the high needs element of the DSG to all local authorities. These allocations will be indicative only.

3.4.3 By the end of March 2014 the EFA will publish final DSG high needs allocations for AY 2014/15 taking into account the completed templates and any accompanying submissions.

3.6 As such, the EFA expects local authorities to consider the following forthcoming changes to the special educational needs (SEN) system when making arrangements for AY 2014/15 and beyond:

3.6.1 Subject to Parliamentary approval, from September 2014 the current system of SEN statements and post-16 Learning Difficulty Assessments will be replaced with integrated Education, Health and Care Plans, a single system of support from 0-25.

3.6.2 Local authorities will be required to publish their local offer of services to support children and young people with SEN, reflecting joint commissioning and delivery across education, health and social care.

3.6.3 Local authorities will need to be working with partners to prepare for implementation of the reforms.

4 Proposal

4.1 The key actions for the local authority to be taking over the next few months will be similar to those employed for financial year 2013-14:

4.1.2 Forecast any changes in places needed for 2014-15, especially where growth is anticipated and to return this in data sent to the EFA by 23 December 2013. Areas where it is believed that numbers may change are:

4.1.3 Special Resource Provision places for Social, Emotional & Behaviour Difficulties (SEBD) and a new provision to be opening at Hillyfield Primary Academy. These are highlighted in Table 1.

4.1.4 Special Schools places in Waltham Forest. There is a continuing shortage of places for pupils with social and communication difficulties. With some pupils waiting up to a year for a place at Special School. This is due to an increase in the number of children with a diagnosis of Autism, in the early years and primary sector. The effect of this is shown in Table 2. There will be discussions between Special Schools and the LA to establish a balance between the demand for primary places and surplus secondary places in Special Schools and Academies. The SEN team intends to meet with head

teachers of special schools and academies to review the allocation of places.

- 4.1.5 Prepare provisional budgets on place-led funding and commissioning fees which enable the Local Authority to produce provisional school budget shares from the HNB. Early discussions will be held with special schools, academies and mainstream schools with Special Resourced Provision (SRP) and in respect of commissioning fees with other mainstream schools and academies with HNLI pupils.
- 4.1.6 For the period April – August 2014: The LA expects to make firm commitments on both the place-led funding and commissioning fees for Waltham Forest pupils and students and identify the fees which other local authorities should be paying.
- 4.1.7 For the period September 2014 – March 2015: The LA expects to give firm commitments on place-led funding and commissioning fees for continuing pupils and new admissions already identified and agreed; **but only provisional** commissioning fees based on an estimate of the number of places likely to be needed for further new admissions.
- 4.1.8 It is intended to meet with the Head Teachers of special schools and academies in the near future to discuss these options. This will include the method used to confirm budget shares. That is to say, at this stage it is possible to give definite place-led funding for the whole of the financial year, definite commissioning fees figures for April – August 2013 and provisional commissioning figures for September 2013 to March 2014.

5 Recommendations

That the Task and Finish Group agree to the following process:

- 5.1 The Local Authority holds discussions with Head Teachers at Special Schools and Academies to review the allocation of 2014-15 places in special schools.
- 5.2 The Local Authority reviews the actual take up of places in Mainstream schools with Special Resource Provisions before recommending places for financial year 2014-15.
- 5.3 The Local Authority reviews the actual take up of places in Pupil Referral Units and LDD institutions before recommending places for financial year 2014-15.

And thereafter that the Task and Finish Group agree:

- 5.4 That after taking into consideration the above and available resources in the HNB for 2014-15, the Local Authority should make recommendations at Schools Forum 13 November on High Needs place numbers in Specialist settings and Pupil Referral Units and Institutions with LDD Post 16 Students.

5.5 That the Local Authority should seek approval from Schools Forum on 13 November to submit to the EFA on 23 December, the allocation of High Needs Students as specified in 5.4 above.

5.6 That the commissioning fees for other high needs pupils in mainstream schools and any transitional SEN support for schools will be confirmed in a report to Schools Forum in January 2014 so that mainstream schools will have information on all their budget streams other than early years which will be confirmed at the February meeting of Schools Forum.

6 Tables

6.1 Proposed numbers on planned provision for SRP (Special Resourced Provision) in 2014-15 is set out in the table 1 below.

Table 1: Forecast on provision and funding allocated to Special Resource Provisions

Special Resource Provision	2013-14 Pupil Places			Proposed places 2014-15	£ *	Proposed places 2014-15	£ *	TOTAL
	April-August 2013	Sept - March 2014	Actuals at October 2013	April 2014-August 2014		September 2014-March 2015		
					£		£	£
Whitehall Primary School	18	21	22	18	142,500	21	232,750	375,250
Davies Lane Primary School	18	18	15	18	193,125	18	270,375	463,500
Oakhill School	6	6	3	6	47,500	6	66,500	114,000
South Grove Primary School	17	18	16	17	182,396	18	270,375	452,771
Buxton School	12	12	14	12	111,875	12	156,625	268,500
Frederick Bremer Sec School	12	12	13	12	128,750	12	180,250	309,000
Heathcote Secondary School	15	15	14	15	118,750	15	166,250	285,000
The Woodside Primary School	20	21	22	20	214,583	21	315,438	530,021
Highams Park Sec School	6	6	3	6	47,500	6	66,500	114,000
Chingford Foundation School	20	25	23	20	158,333	25	277,083	435,417
Hillyfield Academy	-	-		0	0	6	66,500	66,500
PRU -SEBD Provision	6	6	13	12	95,000	12	133,000	228,000
	150	160	158	156	1,440,313	172	2,201,646	3,641,958
* Place led and commissioning fee on full capacity								

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6.2 An update on special schools places in 2013-14 is set out in Table 2

Table 2: Special Schools Places 2013-14

Special Schools & Academies (Place-Led Funding at £10,000)	Average Planned Places 13- 14	Actual Places as at August 2013	Above or (Below) planned numbers
	A	B	B-A
Belmont Park	58	58	0
Brookfield House	84	83	(0)
Joseph Clarke	85	83	(2)
Whitefield	332	333	1
William Morris	157	132	(24)
	716	690	(26)

6.3 High Needs Block Budget Setting Time Line 2014-15

Date / Month	Actions	Schools Forum (SF)	Local Authority (LA)	Education Funding Authority (EFA)
October	EFA Issues a Place Numbers Template to LA's for 2014-15			✓
October (15th)	LA and High Needs Task and Finish Group plan processes	✓	✓	
October	LA to review places for Specialist Settings and PRUs for 2014-15		✓	
November (13th)	SF to agree provisional numbers for Specialist Settings and PRUs	✓		
November (End)	EFA Issues a Revised Template to LA's with updated ILR data			✓
December (Early)	LA to review actual post 16 LDD places for 2013-14 and projecting numbers for 2014-15		✓	
December (20th)	EFA announces initial allocations of the high needs element of DSG			✓
December (23rd)	LA to submit template with FINAL place numbers to EFA		✓	
January & March	LA present to SF indicative High Needs budgets	✓	✓	
March (End)	EFA to finalise place-funding for 2014 to 2015			✓
March (End)	EFA to finalise final High Needs DSG allocations for 2014 to 2015			✓