**Inter-Authority SEN Top-up Funding Guidance Notes for Mainstream Primary and Secondary Schools in Oxfordshire.**

This guidance relates to pupils with High Needs who are the financial responsibility of other local authorities.

Background Information

In previous years the recoupment of SEN funding has been done by the SEN Business Support Team at County Hall. However, due to the changes in SEN Funding, from April 2013 schools will be directly responsible for claiming SEN Top-up Funding for High Needs pupils who are the financial responsibility of other local authorities. For example, a statemented child living in Berkshire, who is entitled to 25 hours additional support and attends an Oxfordshire school.

Previously the SEN Business Support team has paid schools in advance in April for any children who are the responsibility of other local authorities. Funding to support all the recommended support hours on a child’s statement were paid into a school’s bank account, usually by internal recharge, and a supporting payment schedule emailed to the school. In addition, extra payments were made to the school throughout the year for any new starters. During the following financial year, the SEN Finance team wrote to the other local authorities and recouped the cost of the funding already paid to schools plus a 5% administration fee.

From April 2013, schools need to claim SEN Top-up funding from other local authorities. Since funding up to £6,000 is included in the schools SEN delegated budget, schools will only be able to claim for SEN Top-up funding if a pupil has support needs that cost more than this. For general information on SEN funding and how the Notional SEN Budgets are worked out please follow the link below:

<http://schools.oxfordshire.gov.uk/cms/content/sen-funding-april-2013-and-notional-budgets>

Please note: For Oxfordshire pupils in our secondary schools, the funding has been fully delegated and this top-up process only applies to non-Oxfordshire pupils.

Process

The school will have to:

1. Check the funding status of their pupils to confirm which LA is responsible for them. The funding LA can be checked by using the DFE local authority finder. This automatically finds a child’s local authority based on the child’s home postcode. Follow the link:

<http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1>

1. When a new pupil is placed in your school check that the school’s SEN Officer has sent a copy of the letter from other local authority to your school, which confirms that they accept the financial responsibility for that child. An example of this letter is in Appendix 1. If you require copies of these letters for existing pupils please contact the SEN Finance Team (contact details below).
2. Prepare a payment schedule for each separate local authority. (Example in Appendix 2). Please note that the hourly rate needs to be decided by your school. The rate in the example has been used for the last financial year by Oxfordshire County Council. An hourly rate.is used as an equivalent unit cost for the additional support described in a child’s statement of special educational needs.
3. Send the Schedule to the contact officer in the local authority. (Appendix 4) with a covering letter (Appendix 3). The letter should ask for the schedule to be checked and returned to you by a specified date with the approver’s signature.
4. If necessary, chase the request with a reminder letter. Raise an invoice, if required by the local authority, when the approved schedule has been signed and returned. Please note that some local authorities require you to quote a purchase order number or credit number on the invoice. It may be best to agree with each LA that they set up a regular payment plan for an agreed monthly amount for the total number of pupils on the original schedule, and that this will be revised if the pupil leaves the school or a new pupil joins.
5. The DfE has said that, when making top-up payments to institutions for high needs pupils, the authority must make the payments in a timely fashion on a basis agreed with the institution, which should be monthly unless otherwise agreed. In order to reduce the administrative burden of doing this on a monthly basis, Oxfordshire is planning to make top up payments once in each of the six Oxfordshire terms. Schools should agree with neighbouring LAs a reasonable timescale for payment of top ups as part of the process of agreeing the funding to be reclaimed. Academies should review their profiled cash flow for the year in considering the timing of top up payments.
6. Schools may wish to consider including a small administrative charge in the top up rate requested, to cover the additional costs of carrying out the process.

Children in Designated Resource Bases

For children in resource bases, the SEN Business support Team will manage the inter-authority charging as currently the support is provided through SENSS.

**QUERIES**

If you have any queries or would like some assistance with this new process please contact:

Karen Delahunty on 01865 810639 or email: Karen.delahunty@oxfordshire.gov.uk

Yvonne Ruscoe on 01865 810604 or email: Yvonne.Ruscoe@oxfordshire.gov.uk

**Appendix 1**

**Example of Acceptance letter from Local Authority**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Appendix 2 - Example of SEN Top-up Schedule****Lord William’s School, Oxfordshire LA****Inter-Authority SEN Top-up Charges 2013-14****Schedule for: Buckingham shire****\***Hourly rate to be determined by school

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Expected student weeks in Financial Year 2013/14** | **School costs for Student \*** |
| **Child** | **DOB** | **NCY @ Sept 2012** | **LEA** | **Start date** | **End date** | **Weeks** | **Number of Hours of Support** | **Hourly rate to be charged by school** \* | **Total cost of support for Student** | **Funding available from Notional SEN Budget** | **Top-up to be paid by other LA** |
| A | --/--/99 | **8** | Buckinghamshire | 01/04/13 | 31/03/14 | 39.4 | 27.0 | £11.15 | £11,861.37 | £6,000.00 | £5,861.37 |
| B | --/--/00 | **8** | Buckinghamshire | 01/04/13 | 31/03/14 | 39.4 | 10.0 | £11.15 | £4,393.10 | £6,000.00 | £0.00 |
| C | --/--/98 | **10** | Buckinghamshire | 01/04/13 | 31/03/14 | 39.4 | 15.0 | £11.15 | £6,589.65 | £6,000.00 | £589.65 |
| D | --/--/97 | **10** | Buckinghamshire | 01/04/13 | 31/03/14 | 39.4 | 17.0 | £11.15 | £7,468.27 | £6,000.00 | £1,468.27 |
| E | --/--/98 | **9** | Buckinghamshire | 01/04/13 | 31/03/14 | 39.4 | 5.0 | £11.15 | £2,196.55 | £6,000.00 | £0.00 |
| F | --/--/96 | **11** | Buckinghamshire | 01/04/13 | 27/07/13 | 13.2 | 15.0 | £11.15 | £2,207.70 | £2,010.15 | £197.55 |
|  |  |  |  |  |  |  |  |  |  | **Total** | **£8,116.84** |

I confirm that Buckinghamshire LA accepts financial responsibility for the above named pupil (s) and agrees to meet the charges on a monthly basis unless other payment terms are agreed.Please specify payment terms: Monthly **□** Termly **□** Annually **□****Please confirm if you require an invoice □**Name:…………………………………………. Position: …………………………………….Signed:……………………………………….. Date:…………………………………………Please sign and return on copy to: Name, Address, PostcodeTelephone:Email: |

**Appendix 3**

Example of a Recoupment Letter

|  |  |
| --- | --- |
| Name of Local Authority Recoupment OfficerAddress of LA Recoupment Officer | Langtree SchoolReading RoadWoodcoteReadingRG8 0RA |
| My ref: SEN/ … |  | Date: 25 April 2013 |

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|  |  |
| --- | --- |
| This matter is being dealt with by:  | Direct Line: 01491 680514 |
| Email: office@langtreeschool.com |  |

Dear Colleague

# **Re: Inter-Authority Mainstream School SEN Top-up Charges 2013-14**

Please find enclosed two copies of a schedule of pupils who I believe are resident in your authority, are attending Langtree School and who are expected to receive additional support during the period specified in the schedule.

I would be very grateful if you could sign and return one copy of the schedule to confirm that your authority accepts the financial responsibility for the costs of the education provided and the suggested method of payment.

If a child or young person leaves during the academic year we will invoice you up to the end of the month of the leaving date.

Please reply by Monday, 6th May 2013, otherwise I will assume you are in agreement with the schedule and monthly payments.

Thank you for your assistance. If you have any queries concerning the schedule, please contact me as soon as possible, so that any discrepancies can be resolved.

Yours sincerely

Name

Position

Encl: 2 x Mainstream School Recoupment Schedule

**Appendix 4**

**SEN Local Authority Finance Contacts for Schools – April 2013**

If you need further information about contacts please email: Yvonne.Ruscoe@oxfordshire.gov.uk

|  |  |  |  |
| --- | --- | --- | --- |
| **Local Authority** | **Contact name and Address** | **Phone number** | **email** |
| Birmingham | Rebecca Powney (Becci)Business Support Unit (DCSC/SENAR)PO Box 162891 Lancaster CircusBirminghamB2 2RZMake sure you print the budget code quoted by Birmingham on any invoices raised | 0121 675 0463 | Rebecca.Powney@birmingham.gov.ukCWCNBU@birmingham.gov.uk |
| Bracknell ForestPre 16 | For pre 16 pupilsAmanda WiltonHead of Targeted Services | 01344 354198 | Amanda.Wilton@bracknell-forest.gov.uk |
| Bracknell ForestPost 16 | For post 16 pupils Steve LambertLearning, development and commissioning manager | 01344 354034 | Steve.Lambert@bracknell-forest.gov.uk |
| **Etc** |  |  |  |