

Reference: All Secondary Headteachers

Children, Education & Families
Oxfordshire County Council
County Hall
New Road
Oxford OX1 1ND

4 July 2024

Dear Headteacher

Below is an outline of the funding provided to secondary schools to provide support for students with special educational needs and disabilities, and an overview of the process around element 3 and allocation of top up funding.

Secondary School Funding

- All schools receive Element 1 funding – the AWPU – for all students on roll. This pays for the basic costs for every child in the school regardless of any SEN, for example staffing and premises costs.
- Element 2 is part of the budget in schools for children with additional needs, including SEND. The government has said that mainstream schools and colleges can be expected to spend up to £6,000 on each child with additional needs from within their own budgets.
- Element 3 funding is fully delegated to the schools via the high needs top up funding formula. This funding is paid over to schools on a monthly basis and a schedule of the payments can be found on the Council's website under the heading **Provisional High Needs top up payments for Secondary schools 2024-25** at [Budget and financial planning | Oxfordshire Schools](#)

The top up funding is calculated using three factors, from the autumn school census. Each factor has a specific rate attached to it namely:

- Number of Pupils on Roll (NOR) at £17.36 per pupil.
- Number of Pupils eligible for Free School Meal numbers at £199.50 per FSM.
- Low Attainment Secondary Units at £84.56 per unit.
- The rates are historic and have not been increased since 2013-14.

The additional secondary top-up' funding exercise will be completed as usual:

- Each Secondary School to complete and return a spreadsheet with the details of the support hours for each individual with an Oxfordshire maintained EHC Plan.
- These spreadsheets will be sent out by 1 November 2024.
- Spreadsheets to be returned by 25 November 2024.
- Payment made by 31 December 2024.
- As per previous years, the historic formulae and hours submitted are calculated to get to a level of £13.04 per hour of support.

- For returns that have significant variance from previous years, officers will be working with school leaders to ensure equity across all settings.

If you have any enquiries about this process, please contact Anna Byrne
anna.byrne@oxfordshire.gov.uk.

Yours sincerely,



Kate Reynolds
Deputy Director Education



Deborah Smit
Head of SEND