**GUIDANCE ON SCHOOL SIXTH FORM FUNDING**

**HANDLING NOTE 15 – AMENDMENTS TO ALLOCATIONS**

To Executive Directors and local LSC sixth form contacts

**Introduction**

Our Briefing Note 6, which we issued on 28 March, referred to Base Data Errors that may still affect some school sixth form allocations in some Local LSC areas. We also referred to our running a pilot of the qualification section of the DfES’ September 2002 pupil count form.

This Handling Note explains how both these issues are to be taken forward.

**Allocation adjustments**

***Background***

The purpose of the exercise is emphatically not to reopen the allocations process, but rather to draw a line under the 2002/03 allocations. The LSC does of course want to be confident that the allocations are as accurate as is reasonably possible. Given that some errors continue to arise, this exercise should give all Local LSCs the opportunity finally to confirm that they are content with what is being allocated to the schools in their LEAs, although we certainly do not anticipate having to make a large number of changes.

***The process***

1 Local LSCs should now confirm that all schools have allocations based on the correct data. In order to do this, Local LSCs should follow up those schools for which they have not yet received a reply slip confirming the March allocations.

2 If a Local LSC is content that, to the best of their knowledge, the base data and allocations are correct for the schools in their area, it should send a confirmatory email to Sharon Cropley at the National Office **by the end of April 2002.**

3 If a Local LSC believes that a further adjustment to any allocation is warranted, it should send the details - again by email to Sharon Cropley **by the end of April**.

4 In order to avoid any ambiguity in the information provided, where the proposal relates to a change to the formula funding qualification data, schools should complete the accompanying form to this handling note.

5 We should be grateful if Local LSCs could scrutinise proposed adjustments to ensure that they fulfil the criteria for adjustment set out in Briefing Note 6. Those criteria are that the proposed adjustment:

* is related to an error in the **September 2001** base data
* makes a difference of **5% or over** to the existing allocation
* is received **before the end of April 2002**. After this date we do not intend to accept any further changes to the allocations: it will be a matter for subsequent reconciliation.

6 On receipt, the National Office will model the proposed adjustments and create a proposed new allocation form. Requests for adjustments that have already been received by the National Office following 15 March will begin the process at this point.

7 The proposed new allocation form will be forwarded to the Local LSC for verification. The Local LSC should then confirm its accuracy by email to Sharon Cropley. The **deadline for this will be 24 May 2002**.

8 The LSC budget holder in National Office will then sign off the adjusted allocations, and new allocation pro-formas and LEA summaries will be forwarded to local LSCs for onward transmission to schools and LEAs.

9 By the **end of May**, the National Office payments team will be advised of the amended allocations and profiles of payment to LEAs will be adjusted accordingly.

**September Pupil count 2002**

As mentioned in Briefing Note 6, we have begun a piloting exercise to test out a draft of the qualification section - section 4 - of the DfES’ September 2002 pupil count form. This pilot is being carried out in the two LSC areas of Leicestershire & Cambridgeshire. The results should help us to advise the DfES that the form’s design should prevent the high number of qualification data errors that were experienced in the 2001 form.

We have attached a copy of the draft form and questionnaire that has been sent out to schools and LEAs in Leicestershire and Cambridgeshire. We have done so to give all Local LSCs the opportunity to look at the form and comment if they wish. Please do feel free to share it with the LEAs and with the schools with sixth forms in your area if you wish to and feel that it is appropriate.

We will very much welcome all comments, but **please only in relation to the qualification section**. Any comments you have will need to be with us by 23 April 2002 – please email them to Sharon Cropley.