



Recording high needs students (HNS) for institutions that return the ILR in 2013 to 2014 academic year

This note advises institutions which students should be recorded as high needs students within the 2013 to 2014 academic year (2013/14) ILR.

This guidance note is not intended to replace other published information but has been prepared to clarify EFA expectations for 2013/14. Additional messages will be communicated through our website and e-bulletins and relayed through provider representative organisations and networks

High needs students in the EFA Funding Model

A high needs student in the EFA Funding Model is one that has agreed support costs above £6,000 and for whom a local authority element 3 funding contribution is being paid to the institution. Institutions should not record students as being high needs students in the ILR if either of these conditions does not apply.

The Learner Funding and Monitoring (FAM) Type of ALS - Learning Support is only to be used if a student is a high needs student, as described above.

The tables below illustrate typical scenarios and how they should be recorded in the ILR. Reference points on the internet include:

- [ILR Specification for 2013/14](#) (pages 71-73)
- [Joint EFA/SFA statement, April 2013](#)

All EFA funded students of all ages that have a Learning Difficulty Assessment (LDA) or Education, Health and Care Plan (EHCP) should have this recorded in the ILR using the relevant indicator in the Learner Funding and Monitoring (FAM) fields. These indicators should be recorded even if the student is not a high needs student.

Institutions should send queries specifically concerning this guidance to the relevant EFA 16-19 territory mailbox:

- YPCentralSW.EFA@education.gsi.gov.uk
- YPSouthern.EFA@education.gsi.gov.uk
- YPNorthern.EFA@education.gsi.gov.uk

For other ILR technical queries, please continue to use your usual points of contact such as the Skills Funding Agency ILR data Service Desk servicedesk@sfa.bis.gov.uk

16-18 year olds	Scenario: student's actual support costs are over £6,000 and local authority has made top-up funding contribution (Element 3)	Scenario: local authority originally indicated high needs commissioning intention but student's actual support costs are below £6,000	Scenario: student's actual support costs are above £6,000 but local authority has not made any top-up funding contribution (Element 3)
With or without LDA/EHCP	Learner Funding and Monitoring (FAM) indicator should be completed with code ALS1 – Learning Support	Learner Funding and Monitoring (FAM) indicator should not be completed with code ALS1 – Learning Support	Learner Funding and Monitoring (FAM) indicator should not be completed with code ALS1 – Learning Support
	Learner FAM indicator should be completed with codes LDA1 or EHC1, where applicable	Learner FAM indicator should be completed with codes LDA1 or EHC1, where applicable	Learner FAM indicator should be completed with codes LDA1 or EHC1, where applicable

Table 1: 16-18 year olds

19-24 year olds	Scenario: student's actual support costs are over £6,000 and local authority has made top-up funding contribution (Element 3)	Scenario: student's actual support costs are below £6,000	Scenario: student's actual support costs are above £6,000 but local authority has not made any top-up funding contribution (Element 3)
Continuing in 2013/14 from a programme that started in 2012/13 or earlier (with or without LDA)	Learner Funding and Monitoring (FAM) indicator should be completed with code ALS1 – Learning Support	Learner Funding and Monitoring (FAM) indicator should not be completed with code ALS1 – Learning Support	Learner Funding and Monitoring (FAM) indicator should not be completed with code ALS1 – Learning Support
	Learner FAM indicator should be completed with codes LDA1 or EHC1, where applicable	Learner FAM indicator should be completed with codes LDA1 or EHC1, where applicable	Learner FAM indicator should be completed with codes LDA1 or EHC1, where applicable

19-24 year olds	Scenario: student's actual support costs are over £6,000 and local authority has made top-up funding contribution (Element 3)	Scenario: student's actual support costs are below £6,000	Scenario: student's actual support costs are above £6,000 but local authority has not made any top-up funding contribution (Element 3)
Starting on a new study programme in 2013/14, with an LDA/EHCP	Learner Funding and Monitoring (FAM) indicator should be completed with code ALS1 – Learning Support	Learner Funding and Monitoring (FAM) indicator should not be completed with code ALS1 – Learning Support	Learner Funding and Monitoring (FAM) indicator should not be completed with code ALS1 – Learning Support
	Learner FAM indicator should be completed with codes LDA1 or EHC1	Learner FAM indicator should be completed with codes LDA1 or EHC1	Learner FAM indicator should be completed with codes LDA1 or EHC1
Starting on a new study programme in 2013/14, without an LDA/EHCP	Not EFA funding responsibility	Not EFA funding responsibility	Not EFA funding responsibility

Table 2: 19-24 year olds

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Reference: EFA-00422-2014