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Guidance

Notes on the Schedule of Accommodation tool: primary and secondary

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Contents

Schedule of Accommodation tool: primary and secondary

1.

Schedule of Accommodation (SoA) tools offer an easy way to create a list of the types and sizes of spaces likely to be needed in any primary or secondary school. All-age schools may use the relevant parts of both tools. They can be varied depending on the size and age range of the school, from 3 to 19, and any additional resourced facilities such as a Special Educational Needs (SEN) unit, specially resourced provision or nursery provision for up to 3-year-olds.

The SoA tools are referred to in ['Building Bulletin 103: Area guidelines for mainstream schools'](#) (BB103), and use the same simple, non-statutory area guidelines for school buildings (set out in part A of BB103) to calculate the recommended area for each category of space, and for the total gross area of the buildings. Like BB103, they can be used for all state schools, including mainstream academies and free schools, except special schools and alternative provision.

The primary SoA tool offers options for the type of teaching style preferred, whether mainly in the classroom or using specialist spaces. In line with BB103, any nursery provision for 3- to 4-year-olds is included in the overall area, while other childcare provision such as a nursery for 2- to 3-year-olds can be identified as supplementary area, where the guidance is more advisory.

The secondary SoA tool offers options for type of curriculum preferred, but can also link to a simple curriculum analysis tool in separate sheets, which can identify the needs for the current or future curriculum model specific to the school.

The recommendations are based on typical curriculum delivery and staffing, and take account of schools' duty to offer universal infant free school meals

from September 2014. The total net and gross areas recommended match those in BB103 and allow for the individual priorities of schools to be accommodated.

2.

Instructions

Both SoA tools have basic instructions on the title sheet, as well as hints and notes against key cells in the spreadsheet itself. Both offer the option of a range of additionally resourced provision for SEN, whether as a unit or a specially resourced provision, identified as supplementary area. They also both offer the option to identify buildings and spaces that are existing or to be remodelled.

Most sheets are locked, but all white cells can be amended as the user wishes, so there is no need to unlock the spreadsheet to use it effectively. New rows and columns can also be added and the cells can be formatted differently if needed (for instance to highlight a cell).

3.

Feedback

Both tools have been thoroughly tested and updated based on feedback from users.

If you have any queries or comments, please use our online 'contact us' form and quote 'SoA tool issue for the Design and Specification team'.

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Publications

Announcements