

**Subject:**

**DELIVERING THE ENTITLEMENT FRAMEWORK: GUIDANCE TO SCHOOLS 2018/19**

**DE Circular Number: 2018/06**

**Date of Issue: 3 May 2018**

**Target Audience:**

- Principals and Boards of Governors (BoG) of all grant-aided post-primary schools and special schools with secondary departments;
- Education Authority (EA);
- Further and Higher Education Colleges (F&HE);
- Council for Catholic Maintained Schools (CCMS);
- Comhairle na Gaelscolaíochta (CnaG);
- Northern Ireland Council for Integrated Education (NICIE);
- Controlled Schools Support Council (CSSC);
- Council for the Curriculum, Examinations and Assessment (CCEA);
- General Teaching Council for Northern Ireland (GTCNI).

**Summary of Contents:**

This circular, issued by the Department of Education, details the 2018/19 EF support arrangements for the delivery of the Entitlement Framework.

**Enquiries:**

Any enquiries about the content of this Circular should be addressed to:

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**Governor Awareness:** Essential

**Status of Contents:**  
For information and action by schools

**Related Documents:**

DE Circular 2010/13  
DE Circular 2011/09  
DE Circular 2011/26  
DE Circular 2012/09  
DE Circular 2013/10  
DE Circular 2014/15  
DE Circular 2015/16  
DE Circular 2016/10  
DE Circular 2017/07  
**Expiry Date:** N/A

**DE Website:** [www.education-ni.gov.uk](http://www.education-ni.gov.uk)

DE: Tel: 028 9127 9731  
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## Introduction

In order to meet the full statutory requirements of the Entitlement Framework (EF), from September 2017, all post primary schools are required to provide pupils with access to a minimum of 21 courses at KS4 and 21 courses at post-16; of which at least one third must be general and one third applied.

The purpose of this circular is to set out the Entitlement Framework funding arrangements for the 2018/19 financial year. They are as follows:

- Funding will continue to be awarded for courses delivered collaboratively with other schools, further education (FE) colleges and other training providers;
- Special Schools will continue to be funded for courses delivered collaboratively; and
- Funding will continue to be allocated to support the work of ALCs.

## EF Funding Formula 2018/19

The ***EF funding is provided as a contribution to costs*** associated with the collaborative delivery of Key Stage 4 (KS4) and post-16 courses. Schools receive their core funding via the Local Management of Schools (LMS) budget allocation to deliver the statutory curriculum which includes the EF. From 1<sup>st</sup> April 2018 the EA will be responsible for allocating EF payments to all schools, including Voluntary Grammar and Grant Maintained Integrated schools.

The funding allocated is calculated on the basis of courses that have been delivered through collaboration in the 2017/18 school year.

The additional cost attached to the participation of SEN pupils in the EF continues to be recognised through applying a different formula to special schools to ensure a slightly higher level of support.

The rate per pupil and the formulae for calculating the 2018/19 EF contribution will be as set out below:

**Key Stage 4** - 120glh x £33.5 / 2/ 14

**Special Schools** - 140glh x £33.5 / 2/ 10

**Post-16** - 360glh x £33.5 / 2/ 20

*It must be emphasised that the figures used in the different elements of the formulae do not reflect the Department's position on actual cost per hour or class size numbers. As in previous years, the figures within the formulae have been adjusted to enable the Department to stay within the allocated EF budget, nothing more should be inferred.*

Funding to support School to school collaboration will continue to be calculated as a percentage of the FE collaboration formulae.

Support funding of £3,000 per school for all schools who actively participate in an area learning community will remain in place for 2018/19.

## **New Courses**

Schools are reminded that they have flexibility to inform and amend their curricular offer to respond to growth areas in the economy and take account of DfE's priority skills areas.

If a school wishes to use a qualification which has not been approved by the Department, for use in schools in NI, a request for approval must be submitted by completing a Qualification Approval Request Form by email to: [qualsapprovals@education-ni.gov.uk](mailto:qualsapprovals@education-ni.gov.uk). This should be done before course delivery commences.

Please note that Level 2 courses should have at least 120 Guided Learning Hours (GLHs) and Level 3 courses should have at least 360 GLHs.

## **Delivery of Professional and Technical Qualifications**

If the qualification meets the requirements of the appropriate level and guided learning hours, and provided it is delivered in an appropriate setting, then it can count towards a school's curricular offer. If a school is attempting to deliver a professional/technical qualification in a standard classroom setting, this would give the Department cause for concern given that they are work based qualifications, and this would not count towards the school's offer.

*Further information on the approval of new courses and delivery of professional and technical qualifications can be found in Circular 2016/25, 'Approval of Qualifications for Use in Post-Primary Schools in Northern Ireland'.*

## **Service Level Agreements**

Schools are reminded of the need to ensure that a Service Level Agreement (SLA) is in place before collaborative provision commences. Article 21 of the Education (Northern Ireland) Order 2006 allows schools to enter into arrangements to provide secondary education on behalf of the school by an institute of Further Education or other provider. Any such arrangements are subject to a written agreement which must include specific details on issues including pastoral care and child protection, quality of provision, the basis for any costs to be incurred or charged and any other issues deemed necessary by the school's Board of Governors. Schools should ensure that this documentation is available within the school if required at any point in the school year.

## **Reporting pupil results**

Schools are also reminded that there is a duty of care to ensure that all results of public examinations are recorded for each individual pupil. As a pupil can only be registered at one school it is important that the school at which a pupil is registered ensures it receives the result of a course undertaken at any other host school, FE College or other institution and reflects this in any of their statistical returns to the Department. It is the responsibility of a school, FE College or other institution

providing a course to enter pupils for public examinations which are part of that course. All arrangements relating to entering a pupil for examinations, associated payment of fees, receipt and reporting of results should be clearly reflected as part of the SLA.

### **Special Schools**

Funding for Special Schools will be awarded for collaboratively delivered courses.

### **Post-16 provision**

Since 1 April 2005 the establishment of sixth form provision not already in place at that time has been regarded as a significant change in the character of the school. Such provision is subject to the Development Proposal Procedure. Any school offering sixth form provision that has not been granted the required approval will not be eligible for EF additional funding for post-16 pupils.

**JOAN CASSELLS**

**Head of 14-19 Curriculum Team**

**2018/19 EF SUPPORT ARRANGEMENTS – FUNDING LETTERS**

1	<b>EF Audit Formula</b>	Based on schools' EF curricular entries, i.e. the number and type of courses (applied/general) and number of pupils. Courses must be delivered collaboratively.
2	<b>SEN Pupils in Mainstream</b>	Courses must be delivered collaboratively. General/Applied and Not Eligible courses are included.