



Department  
for Education



Education  
Funding  
Agency

# **Full-time enrolment of 14- to 16-year-olds in FE and sixth-form colleges**

**Requirements and advice for college  
leaders, school leaders, governing  
bodies and local authorities for the 2014  
to 2015 academic year**

**July 2014**

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## Introduction

1. Since September 2013, general further education colleges and sixth-form colleges (“colleges”) have been able to enrol, and be directly funded by the Education Funding Agency (“EFA”) for 14- to 16-year-olds who wish to study high-quality vocational qualifications.
2. This document explains the funding and eligibility criteria and requirements colleges must follow. It also explains guidance Ofsted has produced on the inspection of EFA directly funded 14 to 16 provision.
3. This document updates the departmental advice issued for the 2013 to 2014 academic year. In the [EFA’s 14 May 2014 e-bulletin](#), colleges were advised to use the 2013 to 2014 departmental advice document for planning purposes.
4. This advice is for:
  - a) college leaders and governing bodies
  - b) school leaders and governing bodies
  - c) local authorities

## Review date

5. This requirements and advice document will be reviewed in May 2015, by which time we expect that all college provision presently assessed as being ‘Satisfactory’ by Ofsted will have been inspected and either be classified as ‘Outstanding’, ‘Good’, ‘Requires improvement’ or ‘Inadequate’.
6. Additional updates to this document may be made in-year; it is important to refer to the most recent publication of this [document available on GOV.UK](#).

## Timeline for delivery: 2014 to 2015 academic year

### Key dates for 2014

Activity	Date
Colleges to confirm intent to directly recruit 14- to- 16-years-olds	By 30 June 2014
Publication of requirements and advice for 14 to 16 in colleges for the 2014 to 2015 academic year	By 31 July 2014
Funding Agreements issued (to include 14 to 16 clauses)	By 31 July 2014
14- to 16-year-olds enrol in colleges for start in September 2014	From 1 August 2014
Pupil premium and service child premium data return	30 November 2014
Individualised Learner Record data return (R04) submitted identifying the number of 14- to 16-year-olds directly recruited	5 December 2014

### Key dates for 2015

Activity	Date
Allocation statements and contract variations issued	February 2015
Payment of 7/12 of pupil premium	By 31 March 2015
Payment of programme funding and remainder of pupil premium	between April 2015 and July 2015
Policy review and update of full-time 14- to 16 recruitment in colleges	By 31 May 2015
Ofsted Inspection of 14- to 16 centres within colleges	Ongoing and within six months of commencement

## Eligibility for funding

### Expression of interest

7. Proposals for enrolling young people aged 14 or 15 on 31 August in the year they start their programme of study for direct funding by the EFA should be signed off by the Principal and the Chair of Governors and held available for inspection if required by Ofsted or the EFA.

8. Colleges informed the EFA of their intent to directly enrol full-time 14- to 16-year-olds in the 2014 to 2015 academic year by the 30 June 2014. The EFA will consider late notifications on a case-by-case basis, and funding for the 14 to 16 cohort cannot be guaranteed where the 30 June deadline has been missed. Colleges are expected to have discussed their intention to directly enrol 14- to 16-year-olds with the local authority, before enrolment starts.

9. Colleges are required, as part of their overall assessment of steps to be taken to provide a suitable learning environment, to complete the 'readiness to open checklist' ([Annex A](#)).

### Dedicated 14 to 16 area within the college estate

10. While the education will take place all around the college, there should be a designated and identifiable area or '14 to 16 centre' for the sole use, when appropriate, of the provision of education and support for 14- to 16-year-olds. This area may be used for other students outside the time-tabled/usual hours that the 14- to 16-year-olds use the area.

### Dedicated 14 to 16 leadership

11. There will be an identifiable and qualified manager accountable for leading the education and pastoral support of EFA funded 14 to 16 provision and students. Information and guidance on aspects of [support for children and young people is published on GOV.UK](#).

### Inspection-based eligibility criteria

12. The following inspection-based entry criteria have been established for colleges wishing to enrol 14- to 16-year-olds full time from September 2014:

- a) All colleges with an Ofsted grade of 1 (outstanding) and 2 (good) will be eligible to seek, enrol and receive EFA funding (other than those currently under Notice - see paragraph 13).

- b) Colleges (general further education colleges only – there are no sixth-form colleges in this position) with an Ofsted overall effectiveness grade 3 assessed before September 2012 (at which time a 3 was ‘satisfactory’) will be subject to a further eligibility threshold.
    - i. These colleges will need to meet the 2012 to 2013 level 3 point score per entry (as published in the 2013 [Department for Education's \(DfE\) performance tables](#)) that is equal to or greater than the general further education college average for academic OR vocational qualifications (not both), determined by which constitutes the largest element of provision at the college.
  - c) Colleges with an Ofsted grade 3 post September 2012 (‘requires improvement’) will not be eligible to seek to enrol and receive EFA funding for full time 14- to 16-year-olds, and their level 3 points score will not be taken into account.
  - d) Colleges with a grade 4 ‘inadequate’ will not be eligible to seek to enrol and receive EFA funding for full time 14- to 16-year-olds.
13. Colleges with a current Notice to Improve from either the Chief Executive of the Skills Funding Agency or the EFA for any reason will not be eligible to receive EFA funding for 14- to 16-year-olds enrolled at the college.
14. These criteria will not be reviewed once a college has met the requirements and has commenced recruitment other than where a College receives a Notice, for any reason. Should a college receive a Notice to Improve after funding commences, funding for the existing cohort of students will continue, but the EFA may take such other steps as it deems necessary, including but not limited to:
- a) Require the college to, and the college shall, accept and comply with additional obligations in relation to the 14 to 16 funding.
  - b) Require the college to suspend the further recruitment of 14- to 16-year-olds and/or cap any growth in 14 to 16 student numbers.
15. The college will be expected to work with Ofsted’s improvement HMI to make the required improvement, which might include its 14 to 16 activity.
16. If the college’s overall standards drop to a point where government intervention is triggered, all provision at the college will be subject to review by the FE Commissioner (or the Sixth-Form College Commissioner in relation to sixth-form colleges) and its 14 to 16 delivery will form part of that review.

# Enrolment, admission appeals, attendance and exclusion

## Enrolment

17. Students can only be enrolled with the consent of their parents /carers and the college should retain a record of parental/carer consent. Parents/carers should be advised that they are legally required<sup>1</sup> to notify the previous school that their child will be enrolled in college receiving education other than at school.

18. Parents can get impartial advice, information and support from their local parent partnership about their child's needs. Details of their local service can be found on the [national parent partnership network](#) website.

19. The EFA will only fund 14 to 16 students enrolled by the college up to and including those recorded on individualised learner record (known as the "ILR") return R04. Any 14- to 16-year-old students enrolled and recorded after this date will not be funded by the EFA. This is because of the nature of the underlying funding mechanism, which involves a recharge to the dedicated schools grant.

20. Where the college is approached to enrol 14 to 16 students after this point, it should negotiate an appropriate transfer of funding from either the school that the student attended from the start of the academic year, or in the case of 14 to 16 students arriving from overseas, from the relevant local authority.

## Admission appeals

21. While the [school admission code](#) and [SEN Code of Practice](#) apply to maintained schools, they do not apply to colleges' post-16 provision. Colleges should use these documents as a model for the expected practice for 14 to 16 provision with colleges. College admission arrangements should be published in a manner accessible to students and parents.

22. There will be no charge in respect of admission to the college of 14- to 16-year-olds and the college will only charge such students where the law allows maintained schools to charge.

23. Again, whilst the [schools admission appeals code](#) does not apply to colleges the college should, unless it is unreasonable to do so adopt these as a model for expected practice. This should include providing a right to appeal to an independent and impartial appeals panel clerked by someone with a sound understanding of the schools admission appeals code.

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<sup>1</sup> Education (Pupil Registration) (England) Regulations 2008 [2006/1751] Rg 8 [1][d]



24. The college shall work collaboratively with appropriate local authorities both in promoting the colleges offering to full time 14- to 16-year-olds and in ensuring appropriate local authorities are made aware, in a timely manner, should an application to enrol be refused or an appeal against a refusal to enrol be unsuccessful.

## Attendance

25. The college shall work collaboratively with appropriate local authorities in order to share information about the attendance and/or absences (both authorised and unauthorised) as local authorities may deem necessary. Local authorities can then consider what action to take as they have a duty under [section 436A of the Education Act 1996](#)<sup>2</sup> for children missing education.

26. Colleges should consider when to authorise an absence. However, there are some circumstances where a college would have no other option but to authorise an absence. These are when the student is unable to attend:

- a) because of sickness or unavoidable cause
- b) on a day exclusively set apart for religious observance by the religious body to which their parent belongs

27. The college will decide when it is appropriate to remove a student from the college roll due to non-attendance. It is recommended that colleges have a policy on attendance that specifies when a student would be removed from roll because of unauthorised absences.

28. This policy should be communicated to parents and the college should send warning letters of its intention to remove the child if no improvements are made within a specified period.

29. Before removing a student from the roll because of absence, the college must be satisfied that the absence is not as a result of sickness or any unavoidable cause. The college should inform the relevant local authority immediately if a student is removed from their roll, as well as the grounds for the removal and the student's contact address. Local authorities must then make alternative provision for the 14- to 16-year-old's education.

## Exclusion

30. The exclusions policy of the college for full time 14- to 16-year-olds will have regard to [the legislation and statutory guidance](#) as they apply to maintained schools and

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<sup>2</sup> as amended by section 4 of the Education and Inspections Act 2006

shall be published in a manner accessible to students and parents. The policy will include the processes that will apply for:

- a) taking decisions on exclusion; providing notification about an exclusion
- b) enabling parents to request a review of an exclusion

31. The college shall work collaboratively with the appropriate local authority, in a timely manner, in relation to all forms of exclusion that may be used in respect of students aged 14 to 16, notifying them of all exclusions and keeping a record of such exclusions. Where a 14- to 16-year-old student is to be excluded for more than six days or permanently then the local authority will be notified without delay, on the same day that the decision to exclude is taken<sup>3</sup>.

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<sup>3</sup> “The local authority would need to consider whether its duty to under Section 19 of the Education Act 1996 was engaged following an exclusion from an FE or Sixth-form College.”

# Funding arrangements

## Programme funding

32. Funding for 14- to 16-year-olds will be calculated using the 16-19 funding methodology and national funding rate as described below, but will have some adjustment to accommodate elements of funding that are not specific to this age group.

### The 16-19 funding formula

$$\left( \text{Student numbers} \times \text{National funding rate per student} \times \text{Retention factor} \times \text{Programme cost weighting} + \text{Disadvantage funding} \right) \times \text{Area cost uplift} = \text{Total programme funding}$$

### Funding formula applied to directly recruited 14- to 16-year-olds

$$\left( \text{Student numbers} \times \text{National funding rate per student} \times \text{Retention factor (x 1)} \times \text{Programme cost weighting (Uplift of 4\%)} + \text{Disadvantage funding (Block 1 (as per 16-19 factor) Block 2 (IMD to be used as proxy f))} \right) \times \text{Area cost uplift (as per 16-19 uplift)} = \text{Total programme funding}$$

## Retention factor

33. A retention factor of 1 will be used in the funding formula for 14- to 16-year-olds, as this is not applicable to pre-16 students.

## Programme Cost Weighting

34. A cost weighting is applied to recognise that some subjects are more expensive to teach than others. The most applicable cost weighting for this type of subject is 20% therefore a cost weighting of 4% (one fifth of 20%) is to be applied to 14- to 16-year-olds.

## Disadvantage funding

35. Disadvantage funding is made up of two blocks: one to account for students' economic deprivation and another to account for low prior attainment in English and mathematics.

### Block 1: economic deprivation funding

36. Block 1 funding recognises that there are additional costs incurred in engaging, recruiting, and retaining young people from economically disadvantaged backgrounds. Whether a learner is eligible for block 1 funding is determined by their home postcode and the level of deprivation recorded in the [Index of Multiple Deprivation \(IMD\) 2010](#).

Reference should be made to [EFA Funding Rates and Formula 2014/15](#) for full explanation on IMD. The same Block 1 factor applied to 16-to 19 funding will be used for 14 to 16 funding.

37. For 16 to 19 funding block 1 also gives an additional amount of funding for students who are in or have recently left care. This is not applicable for 14- to 16-year-olds as those students who are in or have recently left care will receive pupil premium funding.

## **Block 2: GCSE mathematics and English using index of multiple deprivation (IMD) as a proxy**

38. Block 2 funding accounts for the additional costs incurred for teaching students who have low prior attainment. However, as most 14 & 15 year-olds will not have started or achieved English and/or mathematics GCSE, the proportion of students eligible for IMD in calculation of block 1 will be used to generate funding for block 2.

## **Additional funding**

### **Pupil premium**

39. For those students who are eligible for free school meals, in care/have recently left or a service child, this will generate an annual rate of funding in addition to total programme funding. Further information on [pupil premium eligibility](#) is available in this document.

### **High needs students**

40. Colleges should contact the EFA via the [relevant territorial inbox](#) in the first instance. The EFA will provide further guidance on this issue later this year as one of those updates.

## Data collection

### Performance data

41. Data on 14 to 16 student examination performance will be routinely collected in the same way as 16 to 18 student performance. The DfE is currently considering how and when 14 to 16 student performance will be reported. It is the intention to include this information in the performance tables when the format and detail is finalised. Awarding organisations provide data to the DfE's contractors so we can identify student performance. The data provided includes (but is not limited to):

- a) the student's details
- b) unique pupil number
- c) the appropriate school/college and exam centre number

42. In the longer term, participating Colleges will be required to meet some additional data requirements including KS4 data checking.

### Individualised learner record and funding for 14- to 16-year-olds

43. Two new learning delivery monitoring codes were introduced for use on the ILR for the 2013 to 2014 academic year:

- a) LDM code 320 (14 to 16 EFA direct funded students)
- b) LDM code 321 (14 to 16 home-educated students)

44. Only students recorded as 320 count towards 14 to 16 funding. Code 320 should only be used to identify those students who are directly recruited. It should not be used to identify any other of 14- to 16-year-old for example:

- a) home-educated students
- b) students who have already achieved a level 2 qualification and are choosing to enrol on a full level 3 course
- c) students enrolled in a school but studying part time in college

### Bespoke data collection for free school meals and the pupil premium

45. Participating colleges will be required to submit data to the EFA to enable pupil premium and service child premium payments to be calculated. This information will be collected through a bespoke data return in November 2014.

46. Pupil premium and service child premium allocations for delivery in the 2014 to 2015 academic year (the final 7 months of the financial year 2014 to 2015 and the first

five months of the 2015 to 2016 financial year) will be based on the information submitted by colleges by 30th November 2014. Per pupil levels of pupil premium funding for the 2014 to 2015 financial year have not yet been confirmed. Further information on [pupil premium eligibility](#) is available in this document.

# Statutory obligations, additional requirements and advice

## Further and Higher Education Act 1992

47. At present colleges have various powers to provide “secondary education” to compulsory school age pupils. The powers are set out in the Further and Higher Education Act 1992 (FHEA 1992): s.18 (1) (aa)-(ac) for general further education colleges and s.33E (1) (b)-(d) for sixth-form colleges.

48. They allow colleges to:

- a) provide secondary education suitable to the requirements of persons who have reached the age of 14
- b) conduct secondary education under section 2 (2b) education act 1996
- c) participate in the provision of secondary education at a school

49. Colleges are required to consult all appropriate local authorities before exercising any of these powers – section 18 (1a), section 33e (3) of the further and higher education act (FHEA) 1992.

50. Colleges are also subject to the duty, pursuant to section 52A FHEA 1992, and subject to relevant Regulations, to ensure that students aged 14- to 16-year-olds are not educated in the same room, at the same time, as a learner aged 19 or over.

51. Other aspects of the EFA funded 14 to 16 provision will be governed by those legal and other obligations that are already placed on colleges. In some cases these also meet, either in full or in part, the requirements of funding for 14- to 16-year-olds being directly funded by the EFA covering matters such as the development and maintenance of the college’s workforce, the college estate and so on.

52. Existing arrangements for admitting 14- to 16-year-olds by arrangement with schools, local authorities or parents will continue and are not affected by this guidance. The funding arrangements for electively home educated children are summarised at Annex C to this document.

53. A small number of additional requirements set out in this document cover those areas where the requirements of post-16 provision need to be supplemented to meet the needs of 14- to 16-year-olds enrolled under the arrangements for dedicated full-time provision.

## Curriculum

54. The curriculum provided by the college to 14- to 16-year-olds shall be broad and balanced<sup>4</sup>. They do not have to deliver the national curriculum but should be satisfied that they can demonstrate the provision of a broad, balanced curriculum. In addition:

- a) The curriculum shall include English, mathematics and science.
- b) The college shall make provision for the teaching of religious education and for a daily act of collective worship for 14- to 16-year-olds enrolled at the college.
- c) The college shall have regard to any guidance issued by the Secretary of State, further to section 403 Education Act 1996, on sex and relationship education to ensure that 14- to 16-year-olds enrolled at the college are protected from inappropriate teaching materials and they learn the nature of marriage and its importance for family life and for bringing up children. The college shall also have regard to section 405 Education Act 1996.
- d) The college shall act in accordance with section 406 (political indoctrination) and 407 (duty to secure balanced treatment of political issues) Education Act 1996.
- e) The college shall ensure that principles are promoted which support fundamental British values, including: respect for the basis on which the law is made and applied in England; respect for democracy and support for participation in the democratic process; support for equality of opportunity for all; support and respect for the liberties of all within the law; and respect for and tolerance of different faiths and religious or other beliefs.

## Free school meals

55. The college shall, if requested to do so by or on behalf of any of 14- to 16-year-old student, make provision for food for those students unless it would be unreasonable for it to do so.

56. In relation to a student who is themselves, or whose parents are in receipt of benefits, mentioned in section 512ZB Education Act 1996 (or equivalent provision governing the entitlement to Free School Meals at maintained schools); the college shall ensure that the provision for food is provided for such students free of charge.

57. Where students are eligible for free school meals, these should be provided by the college. The disadvantage element of 14 to 16 programme funding in part reflects the need for colleges to meet the cost of this provision. However, a student is not eligible to receive a free school meal until an application has been made by them or on their behalf.

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<sup>4</sup> Information and guidance on the [national curriculum is published on GOV.UK](#).



58. To identify which students are eligible for free school meals, colleges should contact the parents and carers of their 14- to 16-year-old pupils and ask if they think their child [meets the criteria detailed on GOV.UK](#). The student, or their parent/guardian, must submit an application to the college. Colleges should develop their own process for dealing with free meals applications. Some may wish to use a paper application form, whilst others may wish to provide an on-line application option.

## Pupil premium

59. To identify which students are eligible for pupil premium and/or the service child premium, colleges should also ask parents and carers of their 14- to 16-year-olds if they think their child meets the criteria (ie whether their child is currently entitled to free school meals, was previously entitled to free school meals in the past six years, if their child is in care or has recently left care and if their child is classed as a 'service child' as defined in the '[pupil premium grant 2014 to 2015 academic year: conditions of grant](#)'). An example letter which colleges may wish to use to write out to parents and carers is available in Annex B.

60. The college shall submit a return detailing their pupils eligible for pupil premium and/or service child premium to the EFA by 30th November 2014 in the prescribed format. The college should retain copies of the evidence seen of entitlement to free school meals for a period of 6 years from the end of the year in which the provision for food was made.

61. The payment of the pupil premium grant is subject to the conditions detailed in these Requirements of Funding and the '[pupil premium grant 2014 to 2015 academic year: conditions of grant](#)'.

62. For financial year 2014 to 15, colleges will receive a proportion of annual pupil premium grant on or before 31 March 2015.

63. From September 2014, participating colleges are required to publish annually information in relation to:

- a) the amount of the pupil premium grant it will receive during that financial year
- b) what it intends to spend the pupil premium grant on
- c) what it spent its pupil premium grant on the previous financial year
- d) the impact on educational attainment arising from expenditure of the previous financial year's pupil premium grant

## Home to school transport

64. Children are normally provided with free transport between home and their nearest suitable school if:

- a) A child lives more than three miles from the nearest suitable school.

- b) A child is unable to walk because of special educational needs, disability or mobility, or the walking route is unsafe and their parent incurs cost in attending the nearest school which meets their needs.

65. Entitlement to free home to school transport is lost if the student enrolls at a college, as colleges are not qualifying schools for transport purposes. Home to school transport is made up of unprotected funding and local taxes and if a pupil is no longer enrolled in a qualifying school then the local authority is no longer obliged to fund their transport. However the local authority may do so if they wish and parents whose children will lose school transport should contact their local authority for advice.

## Careers guidance

66. The college is required to secure independent careers guidance for all students up to and including the age of 18. Independent careers guidance secured under the requirement should:

- a) include information on the full range of education and training opportunities
- b) be provided in an impartial manner
- c) promote the best interests of the student to whom it is given

67. Colleges should review existing support and take steps to ensure this meets the needs of their 14- to 16-year-old students. They should also ensure that the young person has received sufficiently robust information, advice and guidance prior to commencing at college to ensure they are following the most appropriate learning pathway.

68. The DfE has published [guidance for institutions on securing independent careers guidance](#). The DfE has also published [statutory guidance and departmental advice](#) for schools on careers guidance and inspiration which can be used by colleges to review support for 14- to 16-year-old students.

## Safeguarding and health and safety

69. The college shall abide by the requirements of, and have regard to, any guidance issued by the Secretary of State on:

- a) Safeguarding, in particular that contained in the guidance document entitled “Keeping Children Safe in Education”, as amended from time to time.
- b) The employment of children, in particular that contained in the document entitled “[Guidance on the employment of children](#)”, as amended from time to time.

70. The college shall take such steps as are necessary to safeguard the health, safety and welfare of students whilst employed or on work placement/work experience or other work-related activity either on or off the college premises. Relevant guidance from the [Health and Safety Executive](#) and [DfE](#) is published for colleges to access. Participating

colleges shall ensure that the following information is published on the college's website as and when it becomes available (after the first cohort have completed the Key Stage 4):

- a) The institution's most recent Key Stage 4 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the DfE's website:
  - i. "% achieving 5+ A\* - C GCSEs (or equivalent) including
  - ii. English and mathematics GCSEs"
  - iii. "% achieving the English Baccalaureate"
  - iv. "% making expected progress"
- b) Information as to where and by what means parents (including prospective parents) may access the most recent report about the college published by the Chief Inspector
- c) Information as to where and by what means parents (including prospective parents) may access the [school performance tables](#) published by the Secretary of State on the DfE's website

## **Additional information requests**

71. Notwithstanding any other provision of the EFA Conditions of Funding, the Secretary of State, acting reasonably, may from time to time call for information, relating to the 14- to 16-year-olds enrolled at the college, on:

- a) curriculum
- b) arrangements for the assessment of students
- c) class sizes
- d) the operation of the admission process and any arrangements that the college have for over subscription
- e) the number of students excluded (including permanent and fixed term exclusions)
- f) levels of authorised and unauthorised absence

## Performance measures and intervention

72. Once students are enrolled at a college, that provision will be subject to Ofsted inspection. The provision for 14- to 16-year-olds will be inspected under the Common Inspection Framework. [Ofsted guidance sets out the detail of how its inspection arrangements will cover enrolled provision for 14- to 16-year-olds.](#)

73. The EFA's Funding Agreement with colleges reflects the DfE's policy on accountability and intervention. A college in receipt of funds from EFA is expected to be aware of most recent DfE policy requirements as they relate to all the young people it provides for.

74. In the event that a college is identified as underperforming in relation to its provision for full time enrolled 14- to 16-year-olds, the EFA may take action in accordance with the provisions in the Funding Agreement. Underperformance may be identified through inspection or, when data becomes available, through the application of any national minimum standards that relate to this cohort. Subject to the extent of that underperformance further recruitment of 14- to 16-year-olds may be suspended or ceased.

75. The first available performance data relating to the 14 to 16 cohort will be after the end of the 2014 to 2015 academic year when the first 14 to 16 cohort will have sat their Key Stage 4 examinations. The Key Stage 4 floor standard, in place at that time, will be applied to those student outcomes. For reference, the current Key Stage 4 floor standard states that schools are below the floor, if fewer than 40% of students achieve 5+ GCSEs (or equivalents) at A\* - C including English and mathematics, and students make below average progress in English and Mathematics.

76. For those colleges that trigger intervention for any of the reasons set out in this document or in the Funding Agreement, the EFA (in the case of sixth-form colleges) and the Chief Executive of Skills Funding and/or the Further Education Commissioner (for general further education colleges) will act in accordance with the provisions set out in the relevant Funding Agreement and any applicable policy. The 14 to 16 delivery will be an important, but proportionate, consideration as part of that intervention process.

# **Annex A: readiness to open self-assessment for direct entry at 14 or 15 to colleges from September 2014**

## **Admissions and exclusions**

1. Does the college have a clear admissions policy for recruitment at 14 or 15 and is there a right of appeal to an independent and impartial Appeal Panel clerked by someone with an understanding of the Schools' Admission Appeals Code (notwithstanding the appeal process may not rigidly follow that prescribed in the Code)?
2. Does the exclusions policy take account of the different needs of 14- to 16-year-olds and give details of appeal to an equivalent of an Independent Review Panel and timely referral to the local authority?

## **Leadership and staffing**

3. Are the staff suitably qualified to teach all statutory subjects?
4. Is there a designated, suitably qualified manager in place to lead the provision?
5. Is there a coordinator in place for special education need provision?

## **Curriculum and entitlement**

6. Is there a broad curriculum entitlement covering all statutory subjects including access to an English baccalaureate option?
7. Are there plans for wider enrichment including the statutory entitlement to religious education and sex education?

## **Quality assurance**

8. Is there an appropriate management information system in place to track attendance and students' progress on an on-going basis?
9. Is there a robust self-assessment process in place which focusses on continuous improvement and drives up standards in teaching and learning?

## **Safeguarding**

10. Has the college got clear safeguarding policies and measures in place including break time and lunch-time supervision?
11. Is the college estate suitable for 14- to 16-year-olds? Will section 52A FHEA 1992, and relevant regulations, be complied with? If not what adjustments needs to take place and by when?

## **Student care, guidance, support and behaviour**

12. Is there a sufficient pastoral entitlement and level of expertise to deliver?
13. Has the behaviour policy been reviewed and, where necessary, developed to ensure it is suitable for 14 to 16-year-olds?

# Annex B – letter to parents and carers about pupil premium

*College logo*

*College Address Details*

*Date*

Dear Parent/s or Carer/s

## Pupil premium for 14- to 16-year-old pupils at colleges

The government is giving money to schools and colleges to help improve the attainment of certain groups of pupils – this funding is called pupil premium. The government is also offering additional funding for the children of parents who are serving in the armed forces so these children can be provided with additional pastoral care.

With this money we could *[add in here specific examples how the college plans to use the pupil premium and service child premium]*.

The pupil premium eligibility criteria includes pupils:

- who are currently registered as eligible for free school meals (FSM); or
- who are no longer eligible for FSM but have been recorded as eligible in the last six years (“Ever 6” FSM)
- In care or who have recently left care

In addition, the service child premium is awarded for pupils:

- whose parents are currently serving in the Armed Forces and exercising parental care and responsibility; or
- who were eligible for the Service Premium in 2011 to 12 and/ or 2012 to 13 but would otherwise cease to be eligible in 2013 to 14; or
- whose parent has died in Service and the pupil is in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

**Please notify us if your child qualifies for the pupil premium or the service child premium by completing the form overleaf - make sure the college doesn't lose funding which can be used to benefit your child.**

***No one will know you have registered and it will not affect any benefits you may be claiming.***

Yours sincerely,

*[Principal name]*

## Pupil premium - do you qualify?

Please complete the following form and return to us by *[insert date]*.

Pupil name:

Pupil home address:

Pupil date of birth:

### Please tick any/ all that apply:

- My child is not currently entitled to Free School Meals (FSM) but I would like to apply.  
*[College can then follow this up]*
- My child is currently entitled to FSM – please provide the date when they first became entitled: .....
- My child has been entitled to FSM in the past six years but is no longer currently entitled to FSM. Please specify the periods of FSM eligibility:  
Start date: ..... End date: .....  
Start date: ..... End date: .....  
Start date: ..... End date: .....  
Start date: ..... End date: .....
- My child is in care or has recently left care .....
- I am currently a serving member of the armed forces and exercise parental care and responsibility for my child<sup>5</sup>.
- My child was eligible for the Service Premium in 2012-13 and/ or 2013-14 but I am no longer a serving member of the armed forces so my child would not qualify for the Service Premium under any other criteria.

Parent/ guardian name:

Parent/ guardian signature:

Date:

  

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<sup>5</sup> To be recorded as a Service Child the parents must be designated as Personnel Category 1 or 2. The [category descriptions can be found on GOV.UK](#).



## Annex C: Electively home educated 14 to 15 year-olds

1. Colleges sometimes admit children aged 14 or 15 who are being electively home educated, to take courses on an infill basis by arrangement with the local authority or with the parents. Where these courses are at level 3, they are funded by entering the student on the ILR and the student then counts for lagged funding in just the same way as if they were aged 16- to 18-years-old.
2. Prior to September 2013, students on courses below level 3 were funded either directly by the local authority, or sometimes by the parents, paying a fee to the college. These arrangements changed with effect from September 2013. Colleges now enter these students on the ILR and they count towards the college's student numbers for lagged funding in the following year. Local authorities and parents should no longer be expected to pay fees for this provision.
3. Colleges make such local arrangements as they deem appropriate. There is no national prescribed model for provision to these students and they do not form a part of the arrangements for the full time enrolment of 14 -16 year-olds in Further Education and Sixth Form. Further information is provided on the [elective home education section](#) on GOV.UK.

## Further sources of information

### Associated resources (external links)

[The review of vocational education: the Wolf report.](#)

### Other departmental advice and guidance you may be interested in

The Children's Food Trust (formerly known as the School Food Trust) has produced a number of pieces of guidance for schools, which colleges will also be able to use to help them set up a process for dealing with free school meal applications; the Free School Meals Matter Toolkit, and A quick guide to free school meals.

These are both available on [the Children's Food Trust's website](#).

[National curriculum requirements](#) are published by the DfE on GOV.UK.



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Reference: EFA-00509-2014



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