



Department
for Education

National funding formula illustrative allocations

Guidance

August 2018

Contents

Introduction	3
How schools can access their NFF illustrative allocations on COLLECT	3
Accessing data about pupil characteristics	5

Introduction

1. This document provides further detailed guidance to help schools and local authorities (LAs) access and understand the illustrative allocations under the schools national funding formula (NFF).

How schools can access their NFF illustrative allocations on COLLECT

2. We have provided detailed reports explaining the calculations used to determine your school's illustrative allocations under the NFF on the COLLECT system. These reports include explanations of how we calculate your school's funding baselines. Please read report A for an explanation of all the data we have published, and report C for a step-by-step walk through of the illustrative amounts of funding you will receive through the various NFF factors.
3. If you previously accessed the COLLECT reports relating to the NFF allocations for 2018-19 then you will automatically be able to access the latest reports. Please note that access to the 2018-19 NFF figures will remain available for a few months so please take care to ensure you are accessing the reports for the NFF year that you are interested in.
4. To access your school's data through the COLLECT system you will need an active Secure Access account with the 'National Funding Formula' option enabled. Each school has a designated Secure Access Approver who is responsible for administering user accounts within the school. If you do not have an account or require the 'National Funding Formula' option adding please contact your Approver who should complete the following steps to add NFF access to your account
 - Click on the 'Edit' button when viewing the user account.
 - Click on the 'Choose' button below the 'Group List' heading.
 - In the pop-up window select the checkbox for the '**National Funding Formula**' option.
 - Scroll down and click on the 'Save' button in the pop-up window.
 - Click on the 'Save' button in the main Secure Access window.
 - The 'Group List' will now include 'Access to COLLECT' and 'National Funding Formula' (other COLLECT options may exist if applicable).
5. Once the NFF option has been successfully added to your Secure Access account you can access the data in COLLECT by:

- Login to Secure Access and click on the COLLECT link. If the COLLECT link is disabled then you may need to update your organisation details in Edubase.
 - You then need to select the '**Schools Block NFF 2019-20 – illustrative outcomes and impacts**' data collection in COLLECT and click the 'Select data collection' button. If this data collection is not listed then please check with your Approver to confirm that NFF has been correctly added to your Secure Access account. If your school has been issued with a new LAEstab number recently please contact us via the secure access help page (<https://sa.education.gov.uk/ui/help>), as the NFF data will need to be made visible under your new number.
 - Finally, you should click on the 'Launch Reports' button and select the report you wish to run from the drop-down list.
6. If you are still unable to access the NFF reports and your Approver is unable to help, please visit the Secure Access help page (see link above) and submit a Secure Access service request. Managing Secure Access accounts is not something that the department does centrally; this is arranged by individual schools. Please note that processing a Secure Access service request may take up to 7 working days.
 7. The department is not able to provide multi-academy trusts with direct access to the NFF reports for all of their schools. Staff members of a MAT may already have a Secure Access account relating to each of their schools and be able to access them all individually. If not, each school in the MAT should be able to access these reports themselves and provide them. To access a MAT's individual school data in COLLECT, the member of the MAT will need the Secure Access Approver for each school to create a Secure Access account with the appropriate COLLECT access. The Secure Access Approver for each of schools in a MAT should follow the instructions in section 4 to add the 'National Funding Formula' option to the appropriate accounts.
 8. An alternative option is for a member of a MAT to submit a request for a copy of the COLLECT data for all schools in the MAT direct to the Department for Education. Please contact us via our schools NFF data enquiries mailbox at **schoolsNFF.DATAQUERIES@education.gov.uk** to request a confidentiality declaration. You will need to complete and return the declaration to us, explaining what data you are requesting and why. However, accessing the data via COLLECT as explained above is usually the quickest and easiest option.
 9. Please note that the department will not grant NFF access to individual user accounts. It is the responsibility of a school's Approver to perform all user administration activities for their school.

Accessing data about pupil characteristics

10. Individual schools and local authorities can see a more detailed breakdown of the formula calculation and underpinning characteristics data via COLLECT. Pupil characteristics data and the underlying NFF calculations for individual schools have not been published, due to data confidentiality restrictions. Subject to approval, school-level NFF illustrative funding calculations and the aggregate data underpinning them are available for use by any organisation or person who, for the purpose of promoting the education or well-being of children in England, is conducting research or analysis, producing statistics, or providing information, advice or guidance.
11. To request access to this data, please contact us via our schools NFF data enquiries mailbox at schoolsNFF.DATAQUERIES@education.gov.uk to request an electronic confidentiality declaration. On the declaration form you will be asked to explain the purpose for which the information is required, and agree that you/your organisation intend to use the data only for the specified purpose in your request; you/your organisation will keep the data only as long as it is needed for this purpose; and that you/your organisation will not share the data without our prior written approval. We will inform you of all decisions relating to the release of the data, and ask you to provide more information if required. We will also give feedback explaining reasons why we have rejected a request.



Department
for Education

© Crown copyright 2018

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: DFE-00245-2018



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk