



REF :MI. 08/00

FINANCE

Dr Bryan Slater
Director of Education

MANAGEMENT INFORMATION

SUBJECT: **INCREASE IN PUPIL NUMBERS, FINANCIAL YEAR 1999/2000**

WORKING TITLE: **TEMPORARY / SIGNIFICANT INCREASE IN PUPIL NUMBERS**

DATE PUBLISHED: **14 JANUARY 2000**

DATE EFFECTIVE: **IMMEDIATELY**

DISTRIBUTION: **HEADTEACHERS – PRIMARY AND SECONDARY SCHOOLS**

SUMMARY Forms for completing a temporary increase in pupil numbers due to a seasonal influx and a significant increase in pupil numbers due to an increase in the local population. The aim of these forms is to provide additional funding where applicable

CONTENTS

Appendix A	- Temporary increase in pupil numbers due to a seasonal influx.
Appendix B	- Significant increase in pupil numbers due to an increase in the local population.

ACTION **THE FORM(S) SHOULD BE COMPLETED AND RETURNED BY 31 JANUARY 2000, IF APPLICABLE.**

ASSOCIATED DOCUMENTS

Section 52 Budget Statements 1999/2000 – Part 3
Budget Share

CONTACT **Karen Johnson (Senior Finance Assistant)** **TEL: 01603 223546**

APPENDIX A
FINANCIAL YEAR 1999/2000

TEMPORARY INCREASE IN PUPIL NUMBERS DUE TO SEASONAL INFLUX

Norfolk County Council's Section 52 Budget Statements, Part 3, states that:

"Schools will be compensated for **temporary** increases in pupil numbers **not recorded** on Form 7."

What is a temporary increase?

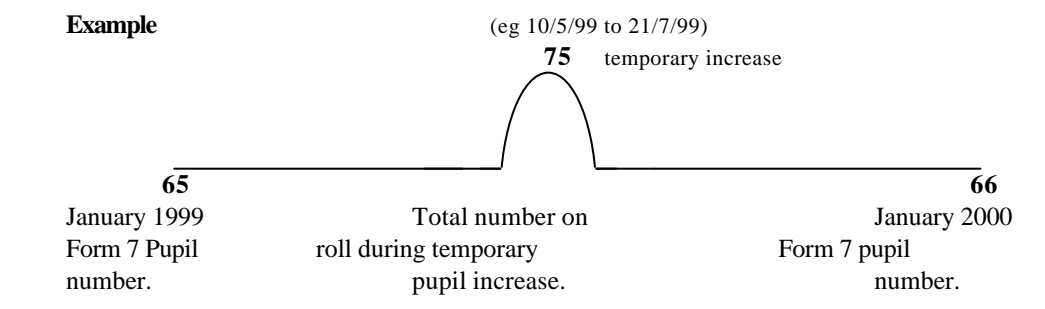
This is when a pupil attends school for a least 20 successive days, excluding training days and half-term breaks, and the pupil has left the school by the next form 7 count, ie January 2000.

How can I check if my school qualifies?

1. Take the total number of children on roll on the January 1999 Form 7 and the total number of children on roll on the January 2000 Form 7. Calculate the average number of children on roll from the two forms.
2. Between the two Form 7 counts did the school's total number of children on roll **temporarily increase** above the average number on roll calculated from 1, above?

NO Your school does not qualify for additional funding.
YES Complete the detachable slip below; show clearly the **total number of children on roll at the time of the temporary increase, and show the date/period this occurred.**

THE DIAGRAM BELOW IS AN EXAMPLE WHICH WILL ASSIST SCHOOLS



TO: NORFOLK COUNTY COUNCIL, EDUCATION FINANCIAL AND ICT SERVICES
FAO: KAREN JOHNSON

I wish to claim additional funding for a **temporary** increase in pupil numbers **during the Financial Year 1999/2000.**

I certify that during the period *_____ the number of pupils on the school roll reached a maximum of **_____ and that the pupils attended school **temporarily** for at least 20 successive days, excluding training and half-term breaks.

* This period must occur between the January 1999 Form 7 and January 2000 Form 7 count.

** The total number of pupils in school at this time.

SIGNED: _____ (Headteacher) DATE: _____

SCHOOL: _____ COST A/C Number: _____

THIS SLIP MUST BE RETURNED NO LATER THAN 31 JANUARY, 2000. IF NO DETAILS ARE RECEIVED BY THAT DATE WE WILL ASSUME THAT YOUR SCHOOL DOES NOT WISH TO CLAIM ANY ADDITIONAL FUNDING.

APPENDIX B
FINANCIAL YEAR 1999/2000

SIGNIFICANT INCREASE IN PUPIL NUMBERS DUE TO INCREASE IN LOCAL POPULATION

Norfolk County Council's Section 52 Budget Statements, Part 3, states that:

"Schools will be compensated for **significant** increases in pupil numbers **due to increases in local population** (eg service family movement/local authority housing policy) **during the Spring and Summer Terms** where an increase in the numbers on roll **is in excess of 5%** between the number of pupils recorded on the **January 1999 Form 7** and the average number of pupils at the end of the Spring Term and end of the Summer Term."

What is a significant increase?

Where the numbers on roll at the end of both the Spring and Summer Terms are in excess of 5% of the January 1999 Form 7 figures.

How can I check if my school qualifies?

1. Calculate the average number on roll at the end of the Spring Term and Summer Term, ie
NOR end of Spring Term + NOR end of Summer Term ÷ 2.
2. Calculate 105% of January 1999 Form 7 numbers. ie Jan Form 7 numbers x 1.05.
3. Is the total number of children, calculated in 1) above, higher than the number of children calculated in 2) above?

NO Your school does not qualify for additional funding.

YES Complete the detachable slip, showing clearly the **total average of children on roll at the end of both the Spring and Summer Terms**.

NB If there is an increase in pupil numbers in the Autumn Term these should not be included.

TO: NORFOLK COUNTY COUNCIL, EDUCATION FINANCIAL AND ICT SERVICES
FAO: KAREN JOHNSON

I wish to claim additional funding for a **significant** increase in pupil numbers **during the Financial Year 1999/2000**.

I certify that at the end of the Spring Term and the Summer Term the average number of pupils on the school roll reached a total of_____.

SIGNED: _____(Headteacher)

DATE:_____

SCHOOL: _____COST

A/C

Number:_____

THIS SLIP MUST BE RETURNED NO LATER THAN 31 JANUARY, 2000. IF NO DETAILS ARE RECEIVED BY THAT DATE WE WILL ASSUME THAT YOUR SCHOOL DOES NOT WISH TO CLAIM ANY ADDITIONAL FUNDING.