

**20XX/XX Analysis of Balances - Request for additional exception - Example form**

**School Name:** \_\_\_\_\_

**Location Code:** \_\_\_\_\_

Amount of additional balance requested to be retained: £

|  |
|--|
| Reason for request:  |
| <i>Example 1: To retain teacher during temporary dip in pupil numbers<br/>(current 182; Sept XX 159: Sept XX 173)</i>    |
| <i>Example 2: To maintain staffing during a temporary drop in funding<br/>(see pupil funding forecaster spreadsheet)</i> |

|  |                          |
|--|--------------------------|
| Supporting documentation enclosed (delete as applicable & tick box if enclosed): |                          |
| Budget plan revision 2/ revision 3   | <input type="checkbox"/> |
| Staffing spreadsheets  | <input type="checkbox"/> |
| Pupil forecaster spreadsheet   | <input type="checkbox"/> |
| Other (please specify):  | <input type="checkbox"/> |

Discussed and agreed at the meeting of the Governing Board on

Signed by:

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

**NB This request must be submitted to the Education Finance Team, along with supporting documentation, no later than 28th February 20XX**

| Office Use Only:          | Initials/date   | Initials/date  |
|---------------------------|---|--|
| Date Received:            | <input style="width: 100%; height: 20px;" type="text"/> | School info followed up: <input style="width: 100%; height: 20px;" type="text"/>     |
| Supporting info attached: | <input style="width: 100%; height: 20px;" type="text"/> | SSM ratification: <input style="width: 100%; height: 20px;" type="text"/>            |
| FSO checks:               | <input style="width: 100%; height: 20px;" type="text"/> | School informed of decision: <input style="width: 100%; height: 20px;" type="text"/> |