

To: Headteachers of all Primary and Secondary Schools

Dear Headteacher

CHANGES IN PUPIL NUMBERS 2002/03

In accordance with Norfolk's Scheme for Financing Schools, I enclose the following forms, which could enable schools to claim for additional funding for the 2003/04 financial year. If your school is eligible for any of the following, please complete the relevant form(s), and return to me by Friday, 31 January 2003.

Pupil Turbulence (Appendix A)

For those schools with large numbers of pupil movements during the 2001/02 academic year. Schools will receive funding for each joiner and each leaver above 10% of the January 2002 PLASC Return.

Service Families (Appendix B)

For those school with more than 15% of children from service families, based on the January 2003 PLASC Return.

Temporary/Seasonal Increase (Appendix C)

This factor compensates those schools for temporary increases in pupil numbers not recorded on the January 2002 PLASC Return. Schools are eligible when a pupil attends school for at least 20 consecutive days, excluding training days and half term breaks.

Significant Increase (Appendix D)

This compensates those schools who receive a large number of additional pupils during the spring and summer terms that were not present on the January 2002 PLASC Return.

It should be noted that schools qualifying for more than one of these factors are only eligible for the factor that is most beneficial to them.

If you have any queries regarding this, please contact me above number.

Yours sincerely

Karl Murphy-Barnes
Senior Finance Officer

PUPIL TURBULENCE

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

"Schools with large numbers of pupil movements during an academic year qualify for funding. Schools will receive funding for each joiner or each leaver above 10% of the January PLASC headcount date for the academic year."

"The definition of joiners and leavers **excludes pupils** joining a normal transfer year at the start of the year and pupils leaving a normal transfer year at the end of the year. Movements in years 0, 12 and 13 are also ignored for the purpose of calculating turbulence. A school must have a minimum of 5 joiners or leavers in order to qualify for funding."

I wish to claim funding for **pupil turbulence during the financial year 2003/04** for pupils joining and leaving **during the academic year September 2001 – August 2002.**

January 2002, PLASC No. (excluding years 0, 12 and 13)

Number of joiners percentage of Jan PLASC

Number of leavers percentage of Jan PLASC

I certify that the information given above is correct.

SIGNED: _____ (Headteacher) DATE: _____

SCHOOL: _____ LOCATION: _____

THIS FORM MUST BE RETURNED NO LATER THAN 31 JANUARY, 2003. IF NO DETAILS ARE RECEIVED BY THAT DATE WE WILL ASSUME THAT YOUR SCHOOL DOES **NOT WISH TO CLAIM ANY FUNDING**

Please Note:

The calculation is based on separate workings for joiners and leavers. To qualify for funding, either one or both should be above 10%, **not** a combination of both.

SERVICE FAMILIES

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

"Any school with more than 15% of children from service families will qualify for a budget enhancement. Each pupil above the 15% threshold recorded at the January Pupil count with one or both parents in HM Forces or USAAF will qualify for an allowance"

I wish to claim funding for **service families during the Financial Year 2003/04.**

January 2003, PLASC Return

Number of children from service families

Percentage

I certify that the information given above is correct.

SIGNED: _____ (Headteacher) DATE: _____

SCHOOL: _____ LOCATION: _____

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TEMPORARY/SEASONAL INCREASE IN PUPIL NUMBERS

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

"This factor compensates schools for **temporary** increases in pupil numbers **not recorded** on the January pupil count."

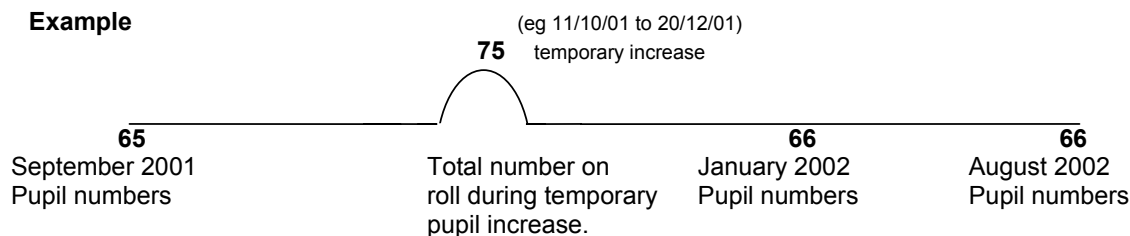
What is a temporary/seasonal increase?

This is when a pupil attends school for a least 20 consecutive days, excluding training days and half-term breaks, and the pupil did not appear on the January 2002 PLASC Pupil count.

How can I check if my school qualifies?

1. During the 2001/02 academic year, did the Number on Roll temporarily increase above the January 2002 Number on Roll?

NO Your school does not qualify for additional funding.
YES Complete the details 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 TO ASSIST SCHOOLS**Example**

I wish to claim additional funding for a **temporary** increase in pupil numbers during the **Academic Year 2001/02**.

January 2002, PLASC No.

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 days and half-term breaks.

* This period must occur between the September 2001 and August 2002.

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

SIGNED: _____ (Headteacher) DATE: _____

SCHOOL: _____ LOCATION: _____

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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 **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 2002 PLASC Return** 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 2002 PLASC Return 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, i.e. (NOR at the end of Spring Term + NOR at the end of Summer Term) ÷ 2.
2. Calculate 105% of January 2002 PLASC Return numbers, i.e. Jan PLASC 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 details below, 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.

I wish to claim additional funding for a **significant** increase in pupil numbers **during the Academic Year 2001/02**.

NOR at end of Spring Term 2002

NOR at end of Summer Term 2002

Average number

January 2002, PLASC Return

Plus 5%

I certify that the information given above is correct.

SIGNED: _____ (Headteacher) DATE: _____

SCHOOL: _____ LOCATION: _____

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