

**The STAFFORDSHIRE  
Pupil Referral Unit (PRU)  
High Needs Top-up  
Assessment Framework  
ELEMENT 3: Top up funding  
“TRIG-8”**

**April 2019**

This document sets out the Local Authority’s funding for pupils placed in a Staffordshire Pupil Referral Unit (PRU) or Short Stay School (SSS).

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**The Staffordshire PRU High Needs Top-up  
ASSESSMENT FRAMEWORK  
ELEMENT 3: TOP-UP FUNDING**

**“TRIG-8”**

		<b>Element 3 Top-Up Rates</b>
<b>Dual Rolled Pupil</b>	<b>Primary</b>	£50 per day
	<b>Key Stage 3</b>	£37 per day
	<b>Key Stage 4</b>	£37 per day
	<b>Package</b>	Individually costed
<b>Single Rolled Pupil</b>	<b>Primary</b>	£7,300 pa
	<b>Key Stage 3</b>	£7,300 pa
	<b>Key Stage 4</b>	£7,300 pa
	<b>Package</b>	Individually costed

## 1. PRU Environmental Capacity Protection

On an annual basis the 6 PRUs Gross Internal Floor Area (GIA) of their main site will be compared with their on-site commissioned planned places to provide a m2 per planned place per PRU. Across the 6 PRUS an average m2 per planned place will also be calculated. Any PRU whose m2 per planned place is below the average m2 across the PRUs will be provided with a financial protection to acknowledge the environmental limitations of their PRU.

This protection identifies PRUs where the pupil teacher staffing ratio, linked to the needs led model is not viable due to the classroom sizes.

The protections for the financial year 2019-20 is detailed below:

PRU	Places Commissioned			Gross Internal Area (GIA)	m2 per pupil	m2 per pupil	Protection for PRUs who are below average m2
	On Site	AP	Total				
Bridge	40	10	50	1108	27.7	6.9	
CEDARS	35	30	65	1147	32.8	12.0	
Hollies	30	15	45	599	20.0	-0.8	£ 6,200
KSSS	48	7	55	619	12.9	-7.9	£ 57,800
Chaselea	46	0	46	747	16.2	-4.6	£ 33,400
BSSS	48	3	51	735	15.3	-5.5	£ 40,200
<b>Total</b>	<b>247</b>	<b>65</b>	<b>312</b>	<b>4955</b>			<b>£ 137,600</b>
<b>Average m2 Per Pupil across Staffordhsire PRUs</b>					<b>20.8</b>		

## 2. Split Site Allowance

In addition to the pupil-led top-up funding, a PRU who qualifies for a split-site allowance, will be provided with a £20,000 lump sum in recognition of increased costs in running two sites e.g. administration, ICT, travel.

## 3. Pupil Premium for dual registered pupils

*Question:* Does the pupil qualify for Pupil Premium?

In 2019-2020 financial year the

- Pupils in years 7 to 11 recorded as Ever 6 FSM receive £935pa
- Pupils in year groups reception to year 6 recorded as Ever 6 FSM receive £1,320pa.

The PRU Headteacher can take a strategic decision based on the pupil's attendance with the principle that if a pupil is attending full time then the PP should be transferred to the PRU in addition to the TRIG-8 funding.

Pupil Premium Plus for both dual and single rolled pupils is an individual request direct to the Head teacher for the Virtual School for Looked After Children by the PRU.

#### **4. Package Funding**

Individual pupil package funding can be requested with the completion of Appendix A. This needs to be sent direct to Lesley Calverley, Senior Commissioning Manager - SEND for consideration and cc to SEN Finance (Andrea Partridge).

#### **5. Process for day 6 provision for Permanently Excluded KS3/4 Pupils**

From day 6 following a permanent exclusion, the pupil is put onto the PRU's roll as dual rolled. However the TRIG-8 funding source cannot be established until the decision of the permanent exclusion has been made.

Therefore:-

- If the appeal is upheld then the TRIG-8 funding from day 6 will be paid by the local authority automatically and the pupil will transfer onto the main roll of the PRU. Please note that following an upheld permanent exclusion the mainstream school is charged the AWPU and the pupil premium where applicable, from the 'relevant' date which is the 6th school day after the exclusion to the end of the financial year.
- If the appeal is NOT upheld or rescinded then the mainstream school will need to be charged the TRIG-8 from day 6 by PRU as part of the dual rolled process and the pupil will remain dual rolled with the PRU.

#### **6. Staffordshire Funding for Looked After Pupils**

##### **Pupil Premium Plus Funding**

Pupil Premium Plus is a government grant to support and promote the education of children and young people in care<sup>1</sup>.

- From 1 April 2014 Pupil Premium Plus can provide each looked after child (LAC) of school age with £2,300 to support their education. However, some children may get more, some less, depending on an assessment of their individual needs.
- Children and young people will be eligible as soon as they enter care.
- Pupil Premium Plus must be used to improve outcomes and raise attainment.
- The Head teacher for the Virtual School for Looked After Children is responsible for making sure there are effective arrangements in place for

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<sup>1</sup> Looked after children (LAC) defined in Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority and Children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order

allocating Pupil Premium Plus funding to benefit children looked after by Staffordshire Local Authority, wherever they are placed.

- How the grant is to be used must be clearly identified in each young person's Personal Education Plan [PEP] in consultation with the designated teacher and the social worker, plus contributions from the carer and other relevant professionals.

Staffordshire will be delegating the £500 per term to schools and this will apply to all single rolled LAC pupils at PRUs.

More information on pupil premium plus can be found on our [main Staffordshire County Council website](#).

## **7. Additional Funding**

Staffordshire County Council recognises the importance of maximising the educational outcomes for our Looked After Children. As Corporate Parents for these children, one of the ways that we fulfil this role is to offer “additional funding” to support looked after pupils at risk of poor educational outcomes. This is intended to be used to provide short term, extra financial aid in order to help maintain a Looked after Child in education.

The Key aims of additional funding:

- To support integration packages
- To provide additional support to avoid exclusion
- To provide support for transitions e.g. from primary to secondary school
- To provide support in addition to other funding streams e.g. pupil premium, AEN funding for looked after pupils at risk of poor educational outcomes

A request for additional funding can be made by an education provider or social worker following consultation with a member of the Virtual School.

There must be evidence that other funding streams e.g. pupil premium have been used first to promote educational outcomes.

## **8. Agreed Policy to be Adopted by all**

- a. PRUs and schools must adhere to the PRU admission pathway<sup>2</sup> for all pupils accessing provision from a Staffordshire PRU.
- b. PRUs and schools must adhere to Staffordshire's Policy to Support Pupils Educated in Short Stay Schools<sup>3</sup>

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[https://search3.openobjects.com/mediamanager/staffordshire/hub/files/58\\_admission\\_pathway\\_to\\_a\\_staffordshire\\_short\\_stay\\_school\\_-\\_april\\_16.pdf](https://search3.openobjects.com/mediamanager/staffordshire/hub/files/58_admission_pathway_to_a_staffordshire_short_stay_school_-_april_16.pdf)

[https://search3.openobjects.com/mediamanager/staffordshire/hub/files/53\\_policy\\_to\\_support\\_pupils\\_educated\\_in\\_pru\\_sss\\_may\\_2017.pdf](https://search3.openobjects.com/mediamanager/staffordshire/hub/files/53_policy_to_support_pupils_educated_in_pru_sss_may_2017.pdf)

- c. All dual rolled pupils accessing alternative education which has been commissioned by the PRU, whether the provider is funded by DIP or PRU direct, must go on the dual roll of the PRU and TRIG-8 funding is chargeable to the pupil's home school. This charge must reflect both the cost of the AP and the service provided by the PRU by quality assurance, safeguarding, mentoring and working with external agencies and Ofsted responsibilities and accountability. Exceptions acknowledged when schools have commissioned the placement directly with the alternative provider.
- d. Where a pupil's individual learning plan incorporates education on both the pupil's home school and PRU, a proportional charge of the TRIG-8 will be agreed between the PRU and school prior to placement.

## **9. Accountability of District Inclusion Partnership (DIP) Funding**

Where High Needs Block funding allocated to DIPs (or to the new district structure following the SEND Transformation) from the Local Authority, is transferred to the PRU to manage on their behalf, the PRU is then accountable for the reporting and recording of expenditure.

Regular monitoring of this budget must be recorded within the DIP Management minutes in addition to approval via the PRU's Management Committee and sent direct to the local authority designated officers including SEND Finance.

- a. Summer term plan/estimate of what is to be commissioned for the forthcoming financial year as a break-down per provider and supporting cost.
- b. Termly update on actual spend compared to initial plan/estimate.
- c. Summer term final outturn on previous year's expenditure compared to initial plan.

## **1. Key Stage 1 and Key Stage 2 Tuition when the PRU is not registered for primary pupils**

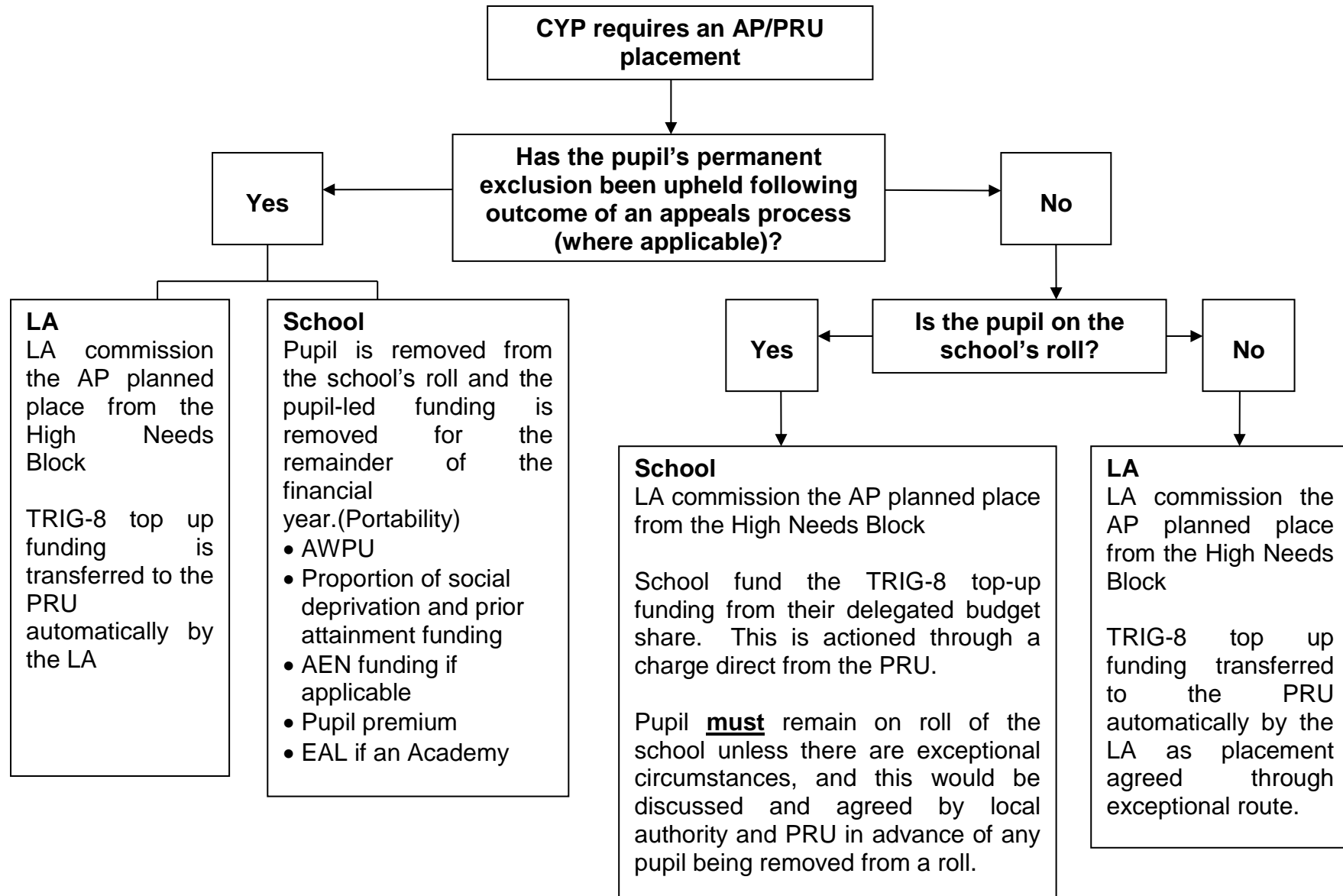
### Principles

- When a primary aged pupil has been permanently excluded, they will remain on the roll of their school until the outcome of the exclusion process is known. During this period, they will be dual rolled to the base entitled "Education Otherwise (EOTAS)".
- If the permanent exclusion is upheld the pupil will be recorded as main rolled "Education Otherwise (EOTAS)" until a new school is identified.
- The DIO to ensure the Capita One system is accurate and reflects the above on the school history tab.
- The SEND Admin Team ensure the Capita One system is accurate and reflects the education provision and the Panel 34 data.
- The Pupil is not to be recorded on the PRUs SIMS system. The only exception will be when it is felt appropriate that a year 6 could be

accommodated within the PRU to be taught with the PRU's Key Stage 3 students.

- Attendance details are recorded on a spreadsheet/word document by the PRU and can be shared with the local authority on request.
- A cost figure of providing tuition on behalf of the local authority is to be provided to Lesley Calverley and cc. to SEN Finance (Andrea Partridge) using the agreed template (See Appendix B).
- On submission and agreement of this template – KS1/2 Funding will be transferred to the PRUs budget.
- At any point in time a report may be requested by the local authority detailing the outcomes for the pupil and quality assurance of the provider
- Funding
  - £200 agreed as initial cost for setting up tuition (eg home visit, administration)
  - £50 agreed as the hourly teacher rate (UPS3)
  - As an exception, it may be more appropriate for a year 6 pupil to be put onto the PRU roll and educated with year 7 pupils. Under these circumstances the pupil would be funded through the normal TRIG-8 mechanism.

## FUNDING FOR PUPILS PLACED IN A STAFFORDSHIRE PRU





## PRU TRIG-8 PACKAGE Funding Request

<b>PRU:</b>					
<b>Pupil:</b>		<b>DOB:</b>		<b>TRIG-8 :</b>	
<b>Summary of Need requiring Package Support :</b>					
<b>Please identify which of the 8 Triggers apply</b>					
<b>1</b>		SEN Statement or agreement has been made for pupil to undergo Statutory Assessment			
<b>2</b>		Criminal Justice Category			
<b>3</b>		LAC and/or named Social Worker			
<b>4</b>		Legal attendance below 40% on admission to AP/PRU during their last educational placement			
<b>5</b>		Has a Child Protection Plan			
<b>6</b>		Pupil <b><u>is at</u></b> Tier 3 - Alcohol and drugs misuse			
<b>7</b>		Pupil has non engagement with Services on admission where they have either been referred or signposted to			
<b>8</b>		Expectant young parent			
<b>1.</b>		What is the purpose of the Package funding – is it for an intervention for review or for long term?			
<b>2.</b>		How are you planning to use the additional funding?			
<b>3.</b>		How many hours are you requesting to be funded in addition to the top up funding and at what salary grade?			
<b>4.</b>		Will the funding allow the pupil to participate more in class rather than increase his/her isolation?			
<b>5.</b>		What CPD requirements, if any, does			

the school require to meet this pupil's needs?	
<b>6.</b> If the funding has been in place historically, what progress, impact has it made?	
<b>7.</b> What targets will be in place if Package funding is received?	
<b>8.</b> What curriculum areas will be covered given this additional funding and what are the expected outcomes?	
<b>9.</b> Other extenuating circumstances triggering Package funding e.g. contextual, safeguarding, extreme need in a particular area, tribunal avoidance etc.	

**KEY STAGE 1 & 2 Tuition**  
**COMMISSIONED INDIVIDUAL LEARNING PLAN**

<b>PRU:</b>						
<b>Student Name:</b>				<b>SEN Status:</b>		
<b>Year Group:</b>			<b>Start Date:</b>			
<b>DOB:</b>			<b>End Date:</b>			
<b>Brief Description for reason for Home Tuition</b>						
<b>DAY</b>	<b>SUBJECT</b>	<b>No. OF HRS</b>	<b>HRLY TUTOR RATE £</b>	<b>TOTAL TUTOR COST £</b>	<b>TUTOR TRAVEL COSTS £</b>	<b>TOTAL DAILY RATE £</b>
Monday			£50.00			
Tuesday			£50.00			
Wednesday			£50.00			
Thursday			£50.00			
Friday			£50.00			
Other Costs (eg Alternative Education Package)						
<b>TOTAL WEEKLY COST TO DELIVER LEARNING PLAN</b>		<b>hrs</b>		<b>£</b>	<b>£</b>	<b>£</b>
Management and admin initial set-up fee (paid only once per pupil)						<b>£ 200.00</b>
<b>COMMENTS</b>						

**This form is to be submitted direct to Lesley Calverley and cc to SEND Finance (Andrea Partridge) prior to implementation of programme for agreement**