

FAO: The Headteacher	For Action	For Information	Meeting/Event
All Schools and APC	✓		

Copy to:	For Action	For Information	Meeting/Event
Chair of Governors		✓	
Business Manager/Bursar	✓		

24th June 2020

Dear Colleague

Apprenticeship Levy (AL) 2020/21

The Local Authority are now in the position to confirm individual school charges for 2020/21. The charges are based on gross pay bills between April 2019 and March 2020, after adjustments, multiplied by 0.5% to calculate the AL liability.

The spreadsheet attached shows the AL for 2020/21 applicable to all maintained community and voluntary controlled nursery, primary, secondary, and special schools, including the APC, and this sum will be charged to schools via journal on GL 3998 in the June data transfer. For information, the spreadsheet also compares the AL charge for this year (2020/21) with last year (2019/20).

West Sussex is not the employer for staff in voluntary aided, foundation or trust schools and cannot charge AL to them. Any such schools with pay bills over £3m will be registered with HMRC separately to pay AL.

The AL is paid to HMRC on behalf of voluntary controlled and community schools as part of the overall apprenticeship levy payment made by the County Council. The funding is received back by the Council, topped up by 10% and placed within a digital account. The funding is available to your school to pay apprenticeship training fees for either existing employees or newly employed apprentices.

For further information please contact apprenticeships@westsussex.gov.uk, and for any queries relating to the AL charge please contact yim.cheung@westsussex.gov.uk.

Yours sincerely

ANDY THORNE

Strategic Finance Business Partner