

<b>FAO: The Headteacher</b>	<b>For Action</b>	<b>For Information</b>	<b>Meeting/Event</b>
All Schools/Primary/Secondary/ Special ( <b>delete as applicable</b> )		✓	

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

24<sup>th</sup> June 2020

Dear Colleague

**Charges for attendance at West Sussex Alternative Provision College 2020/21**

The following daily charges will apply for the 2020/21 financial year:

	<b>Primary</b>	<b>KS3</b>	<b>KS4</b>
APWU Basic Entitlement	£15.04	£21.15	£24.01
Free School Meals	£2.37	£2.37	£2.37
Free School Meals Ever 6	£2.95	£4.29	£4.29
IDACI F	£1.11	£1.58	£1.58
IDACI E	£1.32	£2.13	£2.13
IDACI D	£1.97	£2.82	£2.82
IDACI C	£2.13	£3.05	£3.05
IDACI B	£2.29	£3.29	£3.29
IDACI A	£3.16	£4.42	£4.42
English as an additional language	£2.82	£7.58	£7.58
<b><u>Additional elements:</u></b>			
+ PP Free School Meal Ever 6	£7.08	£5.03	£5.03
+ PP Adopted from Care	£12.34	£12.34	£12.34
+ PP Service Child	£1.63	£1.63	£1.63

These charges are based on the Per Pupil funding and pupil led factors in the 2020-21 School Budget Shares, the Pupil Premium funding rates for 2020-21 and 190 school days.

As from April 2019 the exclusion school budget deduction rates will include pupil led factors such as Free School Meals, Ever 6, IDACI and English as an additional language. This is in accordance with national finance regulations, which state that any deduction made must relate to the age and personal circumstances of that pupil, which therefore means that the deduction should

cover not just the basic entitlement, but also the relevant amounts for these pupil-led factors as well.

Charges will be made for all days commissioned by the West Sussex Pupil Entitlement Fair Access Team and will apply to all pupils Directed Off Site (DOS) or requiring alternative provision for medical reasons.

Pupil Premium Plus for Children Looked After will be adjusted by the Virtual School and future allocations will be made in line with PEP meeting.

Individually Assigned Resources (IARs) will be adjusted by the SEN Resource Team.

Charges for permanently excluded pupils are calculated differently and are dealt with outside of this process.

Charges to schools will be made as follows:

- Summer term – by 24 September 2020
- Autumn term – by 24 January 2021
- Spring term – by 24 April 2021

Schools will receive letters giving details of the charges. For maintained schools, all charges for places at WSAPC will be made by accounting journal and included on the monthly data exchange between SAP and SIMS.

Charges to schools will be made on the recharge ledger code 7176, any funding reallocated for a pupil returning to school will be sent down via journal to ledger code 8810 (Funds delegated by the Local Authority). Guidance notes have previously been provided by Schools Financial Services (SFS). In summary, charges should **not** be taken into 04LA Funding. It would be good practice to set up a new cost centre named "APC Charges" or "Permanent Exclusions" only linking ledger code 7176 to enable your system to reflect the charges.

All charges to academies will be made by invoice. Standard payment terms are 30 days from the date of invoice.

Please ensure that a copy of this letter is passed to your bursar / business manager.

Yours sincerely,

**ANDY THORNE**

Strategic Finance Business Partner