

Cheshire West & Chester Council

## **Cheshire West and Chester Schools Forum**

Tuesday 9 Dec 2025

4.30pm – 6.30 pm

Virtual Meeting

Schools Forum Clerk  
Children and Families  
Cheshire West and Chester Council  
Telephone: 07889 049428



## **Notes for members of the public**

### **Cheshire West and Chester Schools Forum**

The Council welcomes and encourages you to be at its meetings and Committees.

You are requested to remain quiet whilst the meeting is taking place.

The agenda is sometimes divided into two parts. You are allowed to stay for the first part. When the Forum is ready to deal with the second part you will need to leave the meeting because the business will be of a confidential nature, for example, dealing with individual people, contracts and financial affairs of other parties.

Members of the public wishing to attend Schools Forum meetings should contact the Schools Forum Clerk:

Email: [school.relationshipteam@cheshirewestandchester.gov.uk](mailto:school.relationshipteam@cheshirewestandchester.gov.uk)

Telephone: 07889 049428

## Agenda for Cheshire West and Chester Schools Forum 9 December 2025

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## Minutes of Cheshire West and Chester Schools' Forum on 9 December 2025

<b>Members</b>	<b>Representing</b>	<b>Attendance</b>
<b>Schools and Academies</b>		
Kate Docherty	Primary headteachers	Attended
Michelle Ashfield	Primary headteachers	Apologies
Claire Evans	Primary governors	Apologies
Hannah Mather	Primary governors	Apologies
James Bancroft	Primary governors	Attended
David Curry	Secondary headteachers	Attended
David Rowlands (Vice Chair)	Secondary governors	Apologies
Vacancy	Secondary governors	Vacancy
Neil Oxley	Special headteachers	Attended
Philip Hopwood	Special governors	Absent
Andy Stewart	PRU	Attended
Amanda Lacey (Substitute)	PRU	Attended
Simon Faircloth	Academies - mainstream	Attended
Duncan Haworth (Chair)	Academies - mainstream	Attended
Hannah Broom	Academies - mainstream	Attended
Kevin Simpson	Academies - mainstream	Apologies
Alan Brown	Academies - mainstream	Apologies
Sarah Woodward	Academies - mainstream	Apologies
Jonathan Deakin	Academies - mainstream	Attended
Louise Smith	Academies - mainstream	Absent
Vacancy	Academies - mainstream	Vacancy
Michelle Duval	Academies - special	Attended
<b>Non Schools</b>		
Paula Adolph	PVI early years providers	Apologies
Claire Taylor	PVI early years providers	Attended
Kathryn Magiera	Diocese	Absent
Lorraine Henderson	Diocese	Apologies
Geoff Wright	Unions	Absent
Vacancy	16-19 providers	Vacancy
<b>Official Observers</b>		
Councillor Adam Langan	Cabinet Member Children & Young People	Absent
<b>Invited Observers</b>		
Councillor Mark Stocks	Shadow Cabinet Member Children & Young People	Absent
<b>Officers in attendance</b>		
Sal Thirlway	Director of Education & Inclusion	
Verity Dixon	Senior Finance Manager Children and Families	
Sonja High	Finance Manager Education and Inclusion	
Rachel Ridgway	Head of Health and Wellbeing Finance	
Carolyn Davis	Senior Manager Education & Inclusion	
Kelly Jarvis	Education and Inclusion Officer	

## **1. Introductions and apologies**

Apologies were noted.

Neil Oxley, stepped in as Forum Chair as Duncan Haworth experienced technical issues at the start of the meeting.

## **2. Item 1 Final Allocation of the Dedicated Schools Grant (DSG) for 2025/26**

In reference to Paper 1, Schools' Forum was asked to note the amendments to the DSG allocation for this financial year which is £263,402,291. The change in the final allocation of the DSG between the indicative in December and the final allocation in July, is £7 million, mainly due to academisation. The £263,402,291 figure will therefore be used for reporting for the rest of 2025-26.

## **3. Item 2 DSG 2025-26 Forecast Outturn at Mid-Year Review**

In reference to Paper 2, Schools' Forum was asked to note the mid-year forecast position on the DSG which is the pressure of £23.4 million in year deficit, at the end of September.

Increase in demand for specialist provisions over and above maintained place availability has led to a £12.1m overspend against independent school places. There is also increased demand for special schools places £4m, special schools banding top ups £1.7 million, post 16 further education a further £1.7 million overspend, resource provisions £2m overspend, targeted education access which includes tutoring and education outside of school £1.5m, alternative provisions overspend £1.4m. This is partly offset by an underspend in the mainstream education EHCP/Top up forecast of £1.3m due to pupils moving into special resource units or further education provisions after budget setting. Other minor variances totalling £0.7m are slightly offset by an underspend in Early Years of £0.4m, bring the total position to £23.4 million.

## **4. Item 3 Minor Adjustments of the DSG**

Verbal update for initial planning for DSG allocations for 2026-27 and budget setting.

The government has made some minor announcements for 2026-27, Cheshire West's provisional allocation per child is £6,501 against the national average for England of £6,771 and schools will be allocated a different number dependent on circumstances. Funding data is before the October census, prior to national funding formula local adjustments and pupil numbers might change nationally.

There are 441 fewer pupils across Cheshire West (Northwest) from notional figures last year to notional figures this year. This funding data is before the October

census, pupil numbers might therefore change nationally. Maximum funding cap for falling rolls fund, growth fund or any notional SEND agreements locally is at 2.48% increase. This equates to £136.53 increase per pupil, on average, across Cheshire West before those factors are taken into account. The minimum per pupil and the minimum funding guarantee for this year, has not yet been announced. The council hopes to receive it on 17th December to be calculated for the next forum date on 13<sup>th</sup> January.

Please see the DfE link below for information in a downloadable format:-

[National funding formula tables for schools and high needs: 2026 to 2027 - GOV.UK](#)

National funding formula tables for schools and high needs: 2026 to 2027 - GOV.UK  
Tables showing provisional national funding formulae (NFF) allocations for the schools and central school services blocks from 2026 to 2027.

#### **5. Item 4 DSG Outturn and Schools Outturn 2024-2025**

In reference to Paper 3, as part of developing the DSG management plan, the Forum was asked to note that the local authority has made a disapplication request to transfer funding from the School's Block to the High Needs Block for 2026-27 in line with previous years. This includes a submission to the Secretary of State for a School's Block transfer of 0.5% to the High Needs Block and the continuation of the current exceptional premises factor for Wincham primary school. Approval will be requested at the next Schools Forum in January.

In relation to the exceptional premises factor for Wincham, which does not have its own local hall, costs would exceed 1% of the school's budget. In Wincham's case this equates to £18,320 which is 1.4% of their budget, so the Council is asking to make that exceptional transfer within APT calculations in January 2026. It was noted that the increase in complexity and cost of meeting pupils' SEND needs outstrips the 0.5% transfer request however, the local authority is expected to bring the request to Schools' Forum. It was noted that this will be taken for further discussion at CWASH Head Teachers Forum.

#### **6. Item 5 Directed revisions to the Scheme for financing Schools 2025-2026**

The Council is updating the scheme for financing schools to ensure its alignment with maintained schools. Updates will be shown as tracked changes for ease of

identification, review and approval at the next Forum meeting. An example of proposed changes is amending the capital de minimis, for maximum spend on a credit card before needing more approval.

## **7. Item 6.1 Medical Needs / Section 19 Final Dec 25**

### **Appendix A Medical Needs Policy Sept 25**

In reference to Papers 6.1, Schools' Forum was asked to note the medical needs policy (Appendix A) which has recently been updated and ratified by senior leaders in Education and Inclusion. Schools Forum is requested to agree that all schools and academy trusts accept the proposed funding arrangements. Colleagues have had an opportunity to read papers 6.1 and Appendix A, looking at two options for a voting process as follows:

1. Vote against allowing pupils with medical needs to carry their funding to their new placement
2. Vote in agreement to allow pupils with medical needs to carry their funding to their new placement, as discussed at the finance subgroup meeting. Recoupment to be calculated on a pro rata basis on the number of full weeks, on a termly timetable, in arrears.

Result: Unanimous vote for Option 2.

## **Item 6.2 Schools' Forum exclusions agreement - updated Dec 25**

### **Appendix B Exclusion Agreement Draft**

In reference to Papers 6.2 and Appendix B, Schools' Forum was asked for agreement to move funding associated with pupils who have been permanently excluded from the school/academy trust who enacted the permanent exclusion (PEX) to the new school or alternative education provision.

Colleagues have had an opportunity to read papers 6.2 and Appendix B looking at two options for a voting process as follows:

1. Vote against allowing permanently excluded pupils to carry their funding to their new placement.
2. Vote agreement to allow permanently excluded pupils to carry their funding to their new placement. Recoupment to be calculated on a pro rata basis on the number of full weeks, on a termly timetable, in arrears. Implement this decision from 1 April 2026.

Result: Unanimous vote for Option 2.

## **8. Item 7 GST budget summary**

In reference to Papers 7, 7a, 7b and 7c, Schools' Forum was asked to note the S251 2025-26 budget return as set out in Table 1, Table 2 and the Early Years Proforma.

The Council will publish final S251 data returns for Budget and Outturn 2024/25 and 2025/26 and future years as required by the Department for Education on the Cheshire West and Chester Council website. The information is required under the legislation with budget guidance that it is important that schools, forums and other stakeholders can compare funding between different local authorities to allow for an informed debate about budget levels and use of funds.

The information has been presented in detail and Verity Dixon may need to answer any questions after the meeting. The local authority conducts benchmarking to compare itself with other local authorities and it is therefore best to review the Outturn for 2025-26 rather than the budget. Council officers will bring something to next October's Forum.

The DfE uses some data to make comparisons per head of population which is a blunt tool for local authorities benchmarking and national benchmarking. Verity Dixon explained the council may categorise things differently, spending more money in special areas but there is some possibility for local authorities benchmarking and national benchmarking. The council will have a look at what could be of interest to the Schools' Forum.

## **9. Minutes from previous meeting**

Opportunity to raise any items from the previous meeting – no items raised.

## **10. Any other business**

Sal Thirlway suggested including the proposed Schools' Forum High Needs subgroup into the Schools' Forum Finance subgroup which meets to work through papers. This would ensure Schools' Forum has strong oversight of what's happening within the Dedicated Schools Grant with a particular focus on high needs and can be seen holistically rather than seen as a completely separate and independent entity of budget management.

It would also be helpful for Schools' Forum to understand the High Needs Block and the work being done to further manage the deficit and the change in the spend curve as part of a broader oversight. Members agreed to feed back to CWASH/CWASSH colleagues and amend the Terms of Reference of the Finance subgroup to increase membership and ensure the right people would be included in the subgroup for a holistic view.

Reminder for Forum members to inform the wider school sector of all developments and anyone wishing to put their name forward for the Schools' Forum Finance and High Needs subgroup should contact Kelly Jarvis.

The local authority will ensure appropriate education and finance officers are available for the Finance subgroup meeting as the scope widens as it has yet to decide whether it should be a regular attendee or different attendees, depending on the agenda.

## **11.Meeting Dates Schedule**

The next Schools' Forum will be held on 13th January, with the Finance subgroup on 27th January 2026.

Neil Oxley was thanked and congratulated for stepping into the Chair for Schools' Forum.

**Cheshire West and Chester  
Schools Forum  
December 2025**

**Agenda Item 1**

**Final Allocation of the Dedicated Schools Grant for 2025/26**

**Purpose of the report**

1. To report to the Forum the final allocation of the Dedicated Schools Grant (DSG) for 2025-2026 as published by the Education and Skills Funding Agency in July 2025, highlighting the differences from the indicative allocation used in budget setting for this financial year.

**Recommendations**

2. The Schools Forum is asked to note the amendments to the DSG allocation for the schools block, high needs and early years funding blocks for 2025-2026.

**Background**

3. In December 2024, the Education and Skills Funding Agency (ESFA) announced the details of the indicative DSG funding settlement for the 2025-2026 financial year. This was the basis for setting the schools budget share and centrally held budgets for 2025-2026, and was agreed at the January 2025 Forum.
4. In July 2025, the ESFA published revised DSG allocations for all local authorities to reflect changes in high needs commissioned places, early years census data and academy recoupment. It is a requirement for local authorities to discuss the published DSG allocation with the Schools Forum in confirming that the grant has been used in support of schools.

**Changes to the Allocation**

5. The indicative DSG gross allocation available on 18 December 2024 for the local authority area was £398.5m<sup>1</sup>. On 31 March 2025, this was revised to £405.7m.
6. Table 1 below shows in summary the changes to the Local Authority's indicative gross allocation given in December 2024 to the final gross allocation in July 2025.

**Table 1 - Summary of change to the final DSG allocation**

Allocation Dates	Schools block (£s)	Central school services block (£s)	High needs block (£s)	Early years block (£s)	Total DSG allocation (£s)
Indicative Allocation December 2024	281,626,332	2,187,835	59,619,961	55,022,367	<b>398,456,495</b>
Final Allocation July 2025	285,308,173	2,187,835	62,454,104	55,727,684	<b>405,677,796</b>
Change between Dec & Jul	3,681,841	0	2,834,143	705,317	<b>7,221,301</b>

<sup>1</sup> [Dedicated schools grant \(DSG\) 2025 to 2026](#)

The final DSG 2025-26 **net** allocation (published in July 2025) after deductions is shown in Table 2 below.

**Table 2 - Final 2025-26 Allocations**

2025-26 DSG Allocation	Schools block (£s)	Central school services block (£s)	High needs block (£s)	Early years block (£s)	Total DSG allocation (£s)
Gross Allocation July 2025	285,308,173	2,187,835	62,454,104	55,727,684	<b>405,677,796</b>
Deductions	-137,631,169	0	-4,644,336	0	<b>-142,275,505</b>
Net Allocation July 2025	147,677,004	2,187,835	57,809,768	55,727,684	<b>263,402,291</b>

Deductions on the school block relate to academy recoupment in relation to de-delegation and rates liability.

## 7. Next Steps

The revised allocations shown in Table 2 above will form the basis of reporting for the remainder of 2025-26.

**Cheshire West and Chester  
Schools Forum  
December 2025  
Agenda Item 2**

**Dedicated Schools Grant (DSG) 2025-26 Forecast Outturn at Mid-Year Review**

**Purpose of the Report**

1. The purpose of the report is to provide an update on the financial forecast outturn position for 2025-26 for centrally held DSG as reported at the Mid-Year Review. This is based on the position as at end of September 2025.

**Recommendations**

2. The Forum is asked to note the Mid-Year Review position on the DSG.

**Forecast Outturn**

3. The forecast outturn position for the centrally held DSG is a pressure of £23.4m as at the end of September 2025.
4. Within this overall position, there are a number of forecast overspends. Specifically, additional places in Special Schools and Resourced Provisions (specialist provision within mainstream schools) create £4.0m and £2.0m pressures respectively. Targeted Education Access, including tutoring and education outside of school, adds £1.5m to the pressure, while Alternative Provision, including Hospital School places, contributes £1.4m. Banding top-ups in special schools (£1.7m pressure) and Post-16 Further Education (£1.7m pressure), is partly offset by a reduction in Mainstream top-ups (£1.3m underspend), due to pupils moving into special/resource/further education provisions after budget-setting. Other net variances total £0.7m, bringing the overall High Needs Block forecast pressure to £23.8m. A forecast underspend in the Early Years Block of £0.4m, brings the overall DSG position to a forecast overspend of £23.4m.
5. These variances are set out in **Table 1** on the final page of this document.

**DSG Reserve**

6. The table below summarises the position on the DSG reserve as at Mid-Year Review.

<b>Reserve Movement</b>	<b>£'m</b>
DSG reserve brought forward (deficit) 2023-24	(2.7)
Addition to reserve at the end of 2023/24	(4.8)
Addition to reserve at the end of 2024/25	(12.2)
Forecast Addition to reserve at the end of 2025/26	(23.4)
<b>Total Deficit Reserve by end of 2025/26</b>	<b>(43.1)</b>

7. Due to ongoing and unavoidable increasing demand for high needs provision above the available funding the DSG deficit is set to increase. Local authorities are permitted to hold a deficit reserve based on a temporary override of accounting treatment approved by the Ministry of Housing, Communities and

Local Government (MHCLG), with the Department for Education (DfE) recently extending this to 31 March 2028.

5. Local authorities will need to demonstrate their ability to cover DSG deficits from their available reserves. The Council is working towards a solution to recover the current deficit as failure to address this will have an impact on the Council's budgetary pressures going forward.

### **Next Steps**

All areas of DSG are currently being reviewed in line with the Council's decision to implement a DSG Management Plan. Officers will continue to monitor the financial position and seek ways to mitigate the impact across all areas of the DSG, whilst maintaining appropriate support for pupils and promoting inclusion. The forecast DSG outturn position will next be reviewed and reported as part of the Third Review of Financial Performance (December).

**Table 1**

DSG Key Variances to Budget	£m			Narrative
	Budget	Forecast	Variance	
Independent School Places	8.4	20.5	12.1	Increase in demand for specialist provisions over and above maintained place availability has led to an increase in the use of independent provisions.
Special school places	8.6	12.6	4.0	Increased demand for placement in special schools, over and above originally commissioned numbers, has resulted in growth in this sector with a growth in satellite branches.
Resourced Provision places	0.7	2.7	2.0	Four new Resource Provisions to be opened in 2025/26 financial year, with an increase in pupils accommodated.
Special School banding top ups	14.2	15.9	1.7	The increased number of pupils placed at special schools has led to a higher level of EHCP top ups paid
Post 16 banding top up funding	2.4	4.1	1.7	Higher number of pupils with EHCPs moving into further education.
Targeted Education Access	0.2	1.7	1.5	Increased demand for bespoke education and tuition services
Alternative Provision and Hospital school places	2.4	3.8	1.4	Increased number of pupils accessing bespoke Alternative Provisions to meet need
Mainstream Education Health & Care Plans/Top	15.3	14.0	1.3	Savings against mainstream EHCPs as the pupils newly moved to special schools/resource provisions were originally budgeted to remain in mainstream. This reduction in EHCP spend is fully offset against the increases in special schools and resource provisions detailed above.
<b>Sub Total</b>	<b>52.2</b>	<b>75.4</b>	<b>23.1</b>	
Other Net Variances	5.6	6.3	0.7	Increased demand for support in education other than at school, direct payments, personal travel budgets, speech & language, and sensory support costs.
Early Years			-0.4	Underspend in Early Years offsetting part of the HNB overspend
<b>Total DSG Variance</b>	<b>57.8</b>	<b>81.6</b>	<b>23.4</b>	

**Cheshire West and Chester  
Schools Forum  
December 2025  
Agenda Item 4**

**Request to disapply the Schools and Early Years Finance Regulations**

**Purpose of the Report**

1. The purpose of the report is to set out the statutory requirements for when a local authority actions the disapplication process. In this case, the request to disapply the schools finance regulations consists of two items, namely a transfer of funds from the schools block, and the continuation of the current exceptional premises factor for Wincham Primary school.
2. The local authority is developing a DSG Management Plan (a statutory requirement) to set out the plan to achieve stability of high needs funding within the annual grant allocation and to deal with the accumulated deficit. Seeking a schools block transfer may be a component of this plan.
3. All figures presented are based on the 2025/26 DSG allocation and are therefore subject to change in line with any subsequent funding announcement.

**Recommendations**

4. The Forum is asked to note the required steps for the local authority to seek a schools block transfer of 0.5%.
5. Schools Forum to note the continuation of the current exceptional premises factor for Wincham Primary School.

**Requirements to undertake a block movement and disapplication process**

6. As part of developing the DSG management plan, a transfer of funding from the DSG Schools Block to the High Needs Block for the 2026/27 DSG allocation has been considered. It is proposed a one-off transfer of 0.5% from the DSG Schools Block to the High Needs Block in undertaken for the 2026/27 DSG allocation.
7. This is in line with the DfE recommendations and would reduce the amount of funding available to individual schools and provide additional funding to the High Needs allocation, to be distributed where the high needs lie (which may be in schools).
8. Local authorities can transfer up to and including 0.5% of their schools block funding into another block, with the approval of their Schools Forum. Without Schools Forum agreement, or where they wish to transfer more than 0.5% of their schools block funding into one or more other blocks, local authorities must submit a disapplication request to the Secretary of State.

9. The deadline for local authorities to submit a block movement disapplication request was 17 November 2025 and the local authority has therefore submitted a disapplication request for 0.5%. Schools Forum support will be requested.

### **Continuation of the current Exceptional Premises Factor**

10. The continuation of the current exceptional premises factor is requested for Wincham Primary School 8962350. The request relates to a permitted criteria for exceptional rental costs for the hire of a school hall as the school does not have this facility on site. This exceptional factor will enable an additional allocation to be made to Wincham Primary School to meet the rental cost of these premises.
11. The LA is not aware of any school or academy in the Borough that does not have its own school hall facility or where the exceptional cost would exceed the 1% of schools budget threshold.
12. The school have received funding through the exceptional premises factor since the school funding reforms in 2013 and prior to that under the local funding formula. There are currently no plans for a capital build due to limitations with the school site.
13. In 2024-25 the value of the exceptional premises factor and rental costs was £18,320 which was 1.49% of the Schools Block allocation for the school of £1,226,391. In 2025/26, the rental cost is forecast continue at £18,320, which is 1.4% of the Schools Block Allocation of £1,308,981.
14. The value of this request relates to a longstanding lease agreement with Wincham Community Centre that has been in place since 1984. The agreement enables the school to access the facilities between 9-2.15pm each day for a quarterly rental charge. Additional hours required by the school to host clubs, parents evenings, plays etc are then chargeable over and above the quarterly rental charge and is met from the school budget.
15. The current charge will likely be uplifted in April 2026 in line with inflation and it is forecast that the cost will remain above 1% of the school's budget in 2026/27.

### **Next Steps**

16. All areas of DSG are currently being reviewed in line with the decision to implement a DSG Management Plan. Officers will continue to monitor the financial position and seek ways to mitigate costs across all areas of the DSG, whilst maintaining positive outcomes for children and supporting inclusion. The forecast DSG outturn position will next be reviewed and reported as part of the Third Review of Financial Performance (December).
17. The disapplication request was submitted in time for the 17 November deadline.

**Cheshire West and Chester  
Schools Forum  
December 2025**

**Agenda Item 6.1**

**Medical Needs / Section 19**

**Purpose of the Report**

1. When schools or trusts refer to the Education Access Team (EAT) for medical needs, alternative provision is arranged. This report outlines the principle that pupil funding should follow the pupil to the agreed placement, and that all schools and academy trusts follow the same process.

**Recommendations**

2. Schools Forum is asked to note the attached medical needs policy (Appendix A) which has recently been updated and ratified by senior leaders in Education and Inclusion .

Schools Forum is requested to agree that all schools and academy trusts accept the proposed funding arrangements.

**Background**

3. CW&C are responsible for providing education for pupils who are medically unfit and cannot attend their usual school placement. This should be for a short period of time before pupils reintegrate back to school, with a standard initial timeframe of 1 term/12 weeks. Statutory guidance sets out that local authorities have a duty to arrange suitable, good quality, full time education for the period that pupils are unable to attend their usual school. Full time education is not defined in law but it should equate to what the pupil would normally be provided in school. There is a recognition that pupils may not be able to access full time education due to their health needs, in which case they should be provided with as much education as their health condition allows, with the focus on delivering core subjects to pupils. In addition, if a pupil is accessing tuition on a one-to-one basis, the hours could be fewer as it is recognised that the provision may be more intensive. The Medical Needs Service provides education to meet the individual needs of the child, in line with advice from colleagues in Health. Therefore, provision may consist of one or a blended approach.
4. Currently, some schools allow the individual pupil's funding to follow them to their new provision, and some schools keep the funding when the pupil transitions into a medical needs placement. This means that schools who keep the funding are benefiting financially from a pupil requiring a medical needs placement.

**Financial implications of proposal**

5. The Council will recoup a proportion of the pupil's funding, with the amount recouped depending on the point in the year when the pupil's medical needs provision begins. The amount is calculated on a pro rata basis for the period the pupil is out of their usual school placement

based on the number of full weeks. The Council Education Access team will liaise with the school to ensure the appropriate date is recorded on the school system (SIMS, Arbor, etc). This funding would follow the pupil to their alternative provision placement and ensure the new placement has sufficient funding to meet need.

6. When the pupil reintegrates into the original school placement, the funding would be re-allocated to the school with effect from the first full week following their re-integration date.
7. This proposal does not affect pupil premium allocations.

### Next steps

8. The Schools Forum decision will be shared with all schools and academy trusts, and implemented from the beginning of the financial year.
9. Schools Forum is asked to vote on the below options:

OPTIONS	MEDICAL NEEDS FUNDING
1	Vote <b>against</b> allowing pupils with medical needs to carry their funding to their new placement
2	Vote <b>agreement</b> to allow pupils with medical needs to carry their funding to their new placement. Implement this decision from <b>1 April 2026</b>

# Children and Families

## Medical Needs Practice Guide

### EDUCATION & INCLUSION SERVICE

Cheshire West and Chester

Local Authority guide for ensuring education for children who cannot attend school due to health needs

PROCEDURE APPROVAL			
Approved By	Sal Thirlway	Position	Director of Education and Inclusion
Signature		Date Approved	
Post Responsible for Reviewing	Manager Education Access Team and Alternative Provision	Date to be Reviewed	September 2027

Within the Local Authority (LA) there is a team called Education Access Team (EAT). In line with Section 19 of the Education Act that team supports pupils of statutory school age (5 – 16 years) that are out of education because of exclusion, illness or other reasons. When a pupil is unable to attend school due to their medical needs and the education being offered by the current school becomes unsuitable, a school can refer to The Local Authorities Medical Needs Panel. Where possible, the child's health needs should be managed by the home school so that they can continue to be educated there with support, and without the need for the intervention of the local authority. There is no absolute legal deadline by which local authorities must start to arrange education for children with additional health needs. However, as soon as it is clear that the home school can no longer support the child's health needs and provide suitable education, the school should contact the LA about putting alternative provision

### **The aim of the guide**

- To set out how Cheshire West and Chester Council, in liaison with partner agencies endeavours to provide good quality education to children and young people who are unable to attend school due to health needs
- To provide guidance to schools, parents, health services and partner agencies on their roles and responsibilities in ensuring that a child has access to education provision in line with their health needs
- To clarify which children the policies, apply to and how the service can be accessed

### **Principles of policy**

This policy and the subsequent procedures and practice are based on the following principles –

- All children are entitled to access a high-quality education and to work towards their goals and aspirations regardless of any health needs they may have.
- All children are entitled to suitable, good quality, full time education for the period they are unable to access their usual provision. Full time education is not defined in law, but it should equate to what the pupil would normally have in school. There is a recognition that pupils may not be able to access full time education due to their health needs, in which case they should be provided with as much education as their health condition allows.
- Schools should work in collaboration with the child, parent/carer and colleagues in health to gain a full understanding of diagnosed or potential health needs at the earliest opportunity to promote early intervention and minimize the impact on the child's access to education.
- If children can be in school, they should be. Children's diverse personal, social and educational needs are most often best met within a school setting. Schools are required to make reasonable adjustments (please refer to Equality Act 2010, DfE Guidance Supporting pupils with medical conditions at school and the SEND Code of Practice) where necessary to enable children to attend school.
- Effective partnership working and collaboration between schools, families, education services, health services and all agencies involved with a child is essential to achieving the best outcomes for the child.
- Children with health needs may also have additional social and emotional needs. Considering the needs of the child holistically is integral to the care and support that the child requires.
- Children with health needs are treated as individuals and are offered the level and type of support that is most appropriate for their circumstances; workers and agencies should strive to be responsive to the needs of individuals, considering the wishes and feelings of the child or young person.

This guide has been developed in line with statutory guidance and good practice in supporting pupils with medical needs that prevents them attending school and as such is underpinned by the following key principles and aims.

**The aim** of the service is to ensure pupils with health problems receive suitable, good quality education for the period they are unable to access their usual school. In the first instance, EAT will put Alternative Provision in place for a maximum of 12 weeks / 1 term whichever comes first. For most pupils this will be sufficient, however each pupil's needs for further support from EAT will be assessed on a case by case basis. The aim is to ensure a child is supported and ready to reintegrate back to their home school.

The home school should communicate with the pupil weekly either online, at home, school or at the agreed alternative provision. The home school should also consider what other methods of communication will support and enable the pupil sustain relationships whilst they are away, this could be through a variety of methods including digital learning platforms, telephone, school newsletters, emails and/or visits to school.

**Home school contact:** The home School must maintain an active role in a pupils ongoing education plan whilst they are unable to attend, this is integral in maintaining a sense of belonging and supporting transition back to school when the pupil's health improves and they are able to return to school.

**Partnership and collaboration:** The ways in which the Medical Needs Service works with the child's family, home school and other agencies to ensure that an individual's needs are met during the time they are out of school.

**Responsiveness:** The Medical Needs Service aims to respond to the needs of all the stakeholders including pupils, parents, the usual educational setting, health colleagues and other professionals.

**Flexibility:** Taking a pupil centred approach to ensure the delivery of education provision is in line with the individual's diagnosed medical condition.

**Clarity:** Defined as local authority services and schools developing written policies and procedures that outline clearly all the roles and responsibilities of those involved in the education of children and young people with medical needs.

### **What is covered within this guidance?**

Local authorities have a duty to arrange suitable, good quality, full time education for the period a child is unable to access school. Full time education is not defined in law, but it should equate to what the pupil would normally have in school. This duty applies to all children of compulsory school age whether they attend mainstream schools, Academies, Free Schools, Independent Schools, special schools and alternative provision, or where a child is not on the roll of a school. It is expected that the pupil will remain on the roll of their school throughout the Medical Needs Service intervention.

Schools may make a referral to the local authority when it is identified that a child has been or will be away from school for 15 days or more, whether consecutive or cumulative. This must be evidenced using the correct absence code and shared with Education Access Team along with the referral.

School should liaise with appropriate medical professionals to ensure minimal delay in obtaining relevant health information to support a referral to the medical needs service.

There will be a wide range of circumstances where a child has a health need but will continue to receive suitable education that meets their needs without the intervention of the local authority – for example, where the child can still attend school with support, reasonable adjustments or where the school has made arrangements to deliver suitable education outside of school for the child. Schools should be familiar with guidance and best practice that promotes inclusion including but not limited to – DfE Guidance ‘Supporting Pupils in School with Medical Conditions’ and Cheshire West and Chester Councils - Emotional Based School Non-attendance Best Practice Guide – which sets out how schools can support children with health needs.

### **Referrals into Medical Needs Service**

Schools must have a designated senior member of staff to submit referrals for children of compulsory school age who are unable to attend school due to health needs.

The Medical Needs Service is intended to be a maximum of one term as interim provision for children with a diagnosed medical condition that prevents school attendance. However, cases will be considered on an individual basis. It should not be regarded as a long-term solution for a child’s education. Where a child has or is likely to have long term medical needs (including mental health) which is preventing their access to education - parents/carers, school and other services including health should work together on a long-term support plan. This may involve making provision within the schools offer and /or working within the graduated approach and considering the SEND Code of Practice.

The referral requires school to complete Part 1 of the referral form and the Consultant overseeing the child’s care to complete Part 2. Parental consent is also required. Referrals are considered at a fortnightly panel meeting, and the outcome of every referral is sent to the referring school and parent following a decision being made. Referrals will only be discussed at panel if all sections are complete and signed by the relevant person.

### ***Pupils with an Education Health and Care Plan (EHCP)***

On receipt of a referral for a pupil with an Education, Health and Care Plan a triage meeting will be arranged with representatives from the Medical Needs Service and the Special Education Needs Team. At this triage meeting information regarding the pupil’s medical needs and education, health and care needs will be discussed to determine the best course of action with regards to ongoing support for the pupil.

The purpose of the triage meeting will be to assess whether the referral to the Medical Needs Service is appropriate. The following will be considered:

- Is the medical reason detailed on the referral long standing?
- If the medical reason for referral is long standing, is it captured within the child’s EHCP?
- Will the medical reason for referral respond positively to an intervention from the Medical Needs Service and enable to pupil to return to their home school?
- What is in the best interests of the child in the short and long term?

An outcome of the referral and most appropriate course of action will be agreed as a result of the triage meeting, and this will be communicated to the pupil’s school and parent in a joint letter from the Medical Needs Service and the Special Educational Needs Team.

### ***Pupils with Top-Up Funding or identified Special Educational Needs and Disability without an Education, Health and Care Plan***

Prior to a referral to the Medical Needs Service consideration should be given to the primary need of the child. Good practice indicates that a multi-agency meeting involving parents, the child, school, and the colleague from health that is overseeing the child's care should take place to establish what is in the child's best interests both short and long term.

Consideration should be given as to what reasonable adjustments have or could be made to meet the child's needs and also whether the key barrier to accessing school is a health need for which the child is engaged in a treatment plan or a learning or environmental need. If the primary need is identified as learning or environmental need further advice and support should be considered as part of the SEND Code of Practice and graduated approach.

### ***Children not on school roll***

A child may be referred to the Medical Needs Service due to having a health condition that prevents school attendance but not a school roll. Instances of this may include referrals from a hospital school directly, children moving into the area that have been supported by a Medical Needs Service in another borough and continue to have ongoing health issues.

Where a child is not on a school roll parents will be supported to apply for an appropriate school place. This is vital in ensuring the long-term needs of the child are met with regards to wider support that comes with being on a school roll, including school health services, access to a broad curriculum, social opportunities, celebrations and examinations.

### ***Children discharged from a hospital school***

Hospital school must work with the home school to make a joint referral to the Medical Needs Service prior to discharge from an inpatient stay if it is felt that a child is unable to return to school immediately. If a referral is successful a planning meeting will be arranged so that appropriate provision can be agreed.

### ***Children who are pregnant***

It is an expectation that pupils who are pregnant will continue to be educated at school whilst it is reasonably practical, and it is in the interest of the pupil. Pregnancy is not an illness as such and will not usually be necessary to make a referral to EAT. However, if the pupil is too unwell to attend school then a referral may be made in the usual way. School will require evidence to confirm when the baby is expected so that an appropriate referral can be made. It is expected that the pupil will reintegrate into school with arrangements in place (e.g. for breastfeeding)

### ***Children with life limiting and terminal illness***

CW&C Council will continue to provide education for as long as the parents/carers and medical professional deem it appropriate. If the pupil and parent/carer wish to withdraw from education their wish will be respected if the decision is supported by a medical professional.

### ***Children undergoing a planned procedure***

If a pupil is having a planned procedure and it is known that they will need a period of recuperation which will prevent them attending school for 15 days or more, then a referral to the Medical Needs Service should be considered in advance of the absence so that arrangements for continued education can be made to prevent delay.

### ***Pupils who are not of compulsory school age***

The Local Authority does not have statutory responsibility for the education of pupils with a medical condition who are not of compulsory school age, however in exceptional circumstances support from the Medical Needs Service may be considered on an individual basis.

### ***Declined referrals***

If a referral to the Medical Needs Service is declined the reasons will be set out in a letter and sent to the designated senior member of school staff and parents/carers. The school is given the opportunity to submit additional evidence that may be relevant to altering the decision, this can be reconsidered at the next panel meeting.

### **Effective planning and collaboration**

DfE Guidance Arranging Alternative Provision sets out that a personalised plan for intervention should be prepared by the commissioner (Education Access Team) setting clear objectives for improvement and attainment, timeframes, arrangements for assessment and monitoring progress, and a baseline of the current position against which to measure progress. Plans should also be linked to other relevant information or activities such as 'Education, Health and Care Plans' for children with SEN.

If the referral is accepted, then an Education Access Officer will be assigned from the Medical Needs Service. An education planning meeting is arranged and led by school where parents, pupil, Education Access Officer and relevant health professionals work together on a medical education plan. The purpose of this meeting is to ensure joined up, partnership working at the earliest opportunity to support engagement, to identify what education provision is appropriate for the child in line with their health needs and to assist reintegration back to school.

In summary, the planning meeting will discuss and consider:

- an agreed medical education plan
- any additional needs a pupil may have and how they will be met
- a suitable venue for education (if not already arranged)
- a review date
- the likely period of Medical Needs Service involvement
- subjects to be taught
- examination entries (if appropriate)
- resources to be provided by the school and key subject contacts
- responsibilities of parents during education provision
- terms and conditions for continued support of the Medical Needs Service
- treatment plan and ongoing input from health service
- ongoing contact from school
- a reintegration plan if appropriate depending on the likely length of absence

Schools are responsible for arranging the education planning meeting.

Interventions are commissioned for a maximum of 12 weeks in the first instance. At 12 weeks updated information from the health professional overseeing the pupil's treatment plan will be requested to establish if the intervention from the Medical Needs Service is still required. This will be considered on a case-by-case basis.

## **Provision in Cheshire West and Chester**

Statutory guidance sets out that local authorities have a duty to arrange suitable, good quality, full time education for the period they are unable to attend their usual school. Full time education is not defined in law but it should equate to what the pupil would normally be provided in school. There is a recognition that pupils may not be able to access full time education due to their health needs, in which case they should be provided with as much education as their health condition allows the focus on delivering core subjects to pupils. In addition, if a pupil is accessing tuition on a one-to-one basis the hours could be fewer as it is recognised that the provision may be more intensive. The Medical Needs Service provides education to meet the individual needs of the child, in line with advice from colleagues in health. Therefore, provision may consist of one or a blended approach of any of the following -

**Community Education (Tuition)** – tuition in a community venue such as a library, village hall or local authority building may take place in pairs, small group or one to one (as deemed appropriate during the planning meeting). Tuition is arranged using qualified teachers from an agency, the teacher will complete the work that is provided by the home school.

**Home tuition** – tuition in the home can only be commissioned in exceptional circumstances when it is evidenced by a medical professional that the child is unable to leave the home due to their medical condition. Tuition is arranged using qualified teachers from an agency, the teacher will complete the work that the home school provides. An adult must be present within the home whilst education takes place due to safeguarding protocols.

**Online learning** – this could be provided by the home school if they have remote learning provision available. Otherwise, an online provider may be commissioned by the Medical Needs Service. Statutory guidance indicates that this is not usually considered a sufficient standalone education offer and would be best used alongside some face-to-face learning.

**Ancora School** – a small school environment that provides a range of educational support for pupils who cannot attend school due to a diagnosed medical condition. Ancora School offers core subjects; English, Maths, Science, PHSE, Careers as well as a variety of different wellbeing and skills-based groups including STEM and Art.

**Alternative provision (provided by school)** – the home school may commission alternative provision for a pupil as part of their education package; this could be a work or college placement that has been quality assured and approved by the home school.

## **Reviewing provision and support**

In consultation with the child and parent the Education Access Officer is responsible for monitoring and evaluating the overall effectiveness of all education provision to ensure it meets the needs of pupils. The Education Access Officer will liaise with the commissioned service to discuss progress for each pupil. Parents should make contact with the Education Access Officer in the first instance, should there be any concerns regarding education provision.

Each case will continue to be monitored every 4 weeks through an Education Access Team - Case Panel Meeting. (A further Quality Assurance Dashboard takes place with the commissioned service monthly for pupils accessing Ancora School).

An Education Outreach Officer or other commissioned service may be allocated to support the child with a weekly outreach session; this will focus on removing barriers to engagement and preparation for transition. They will share all relevant information and feedback with parents, school and the Education Access Officer.

Review meetings are arranged by the named contact from school every 4 weeks. The Education Access Officer has the responsibility to liaise between school, health professionals, child, parents, and Ancora House School

to co-ordinate the education plan through these meetings. Any changes to a pupil's education plan will be made in collaboration with all parties involved. If in exceptional circumstances it is felt that changes to a plan are needed outside of the review meetings, then effective communication between all parties is essential.

As a pupil's plan progresses, the aim will be to increase education provision and to always provide as much education as a child's health condition allows. The overall aim in all cases is to reintegrate pupils back into school as soon as possible. This is achieved through an individually tailored reintegration plan. Following reintegration back into school, decisions on when to withdraw medical needs provision and close the case will be taken, this will include a discussion at Case Panel Meeting and agreement at a final review meeting with all involved parties.

For Cared for Children or those pupils with an EHCP consideration also needs to be given to statutory education review processes such as annual and interim review and Personal Education Plan (PEP) meetings. A representative from the SEND team, Virtual School and the child's Social Worker must also be invited to attend review meetings, these may be held as part of statutory reviews to prevent duplication and ensure collaborative working between all parties.

### **Planning for transition back to school**

It is recognised that a child retaining links and positive relationships with staff and other children from their home school helps to ensure a continued sense of belonging to the school community, which is important in supporting their return to school when they are well enough.

Therefore, identifying a staff member from school to have regular contact with the pupil and their family is essential – this could be through visits, email, or virtual sessions. In addition, the allocated Education Outreach Officer will promote the continued relationship with school and offer direct support and interventions regarding barriers to engagement and transition planning.

### **Roles and responsibilities**

#### **Schools will –**

- ensure that the pupil remains on the role of the home school
- produce a written policy for pupils with medical needs to reflect statutory guidance
- have a designated senior member of staff responsible for pupils with medical needs
- ensure that appropriate staff have accessed and are familiar with the Cheshire West and Chester, Emotional Based School Non-attendance Best Practice Guide – as this promotes holistic and graduated support approaches for pupils that are struggling to attend school for emotional based reasons
- maintain regular contact with pupils and parents throughout the period of absence
- ensure the pupil and family have access to school information such as extra-curricular activities, key events and information
- ensure half-termly schemes of work are available for teachers to assist in the teaching of pupils
- complete referral forms fully to include pupil information regarding current/most recent attainment levels, subject contacts, risk assessments etc
- provide the commissioned service with appropriate learning resources including schemes of work to assist the pupil to learn and the teacher to teach
- make arrangements for examination entries and ensuing examination fees
- make arrangements for pupils to sit GCSE examinations including invigilation
- assessment of coursework
- Refer to the Young People Service, where appropriate, for post 16 information, advice and guidance

- arranging work experience placements as appropriate (this will depend on the health of pupils)
- convening Annual Review meetings for those pupils who have an Education Health and Care Plan
- initiating and support the graduated approach process if it is identified that a pupil would benefit from an EHC needs assessment
- arrange and attend review meetings to discuss pupil progress, the medical condition of the pupil, and the continued involvement of the Medical Needs Service
- work with all parties to develop a re-integration plan and provide support for reintegration, as agreed

**Education Access Team will –**

- consider all referrals in line with the policy and statutory guidance at fortnightly case panel meetings
- allocate an Education Access Officer to co-ordinate an education plan for the pupil in collaboration with pupil, parents, school and health
- allocate an Education Outreach Officer to support pupils with regards to barriers to accessing education and promoting reintegration back to school as appropriate
- attend the initial education planning meeting and subsequent review meetings to determine pupil progress and consider future plans
- ensure that pupils have access to suitable and flexible education, and any additional support appropriate to their needs
- commission education and ensure the delivery of a suitable curriculum by the commissioned service to meet the individual needs of the pupil. This may be different for each pupil as it is based on their individual circumstances and health needs
- monitor and evaluate the effectiveness of the education provision to ensure it meets the needs of individual pupils
- facilitate an agreed programme of reintegration and attend any relevant planning meetings
- liaise with health professionals to ensure that the pupil's medical circumstances do not change and that the child continues to engage with a treatment plan (see appendices for template document MET 2).
- undertake quality assurance processes during monthly case panel meetings and monthly dashboard meetings with the commissioned service
- arrange transport for those pupils who are eligible

**Health Services will -**

- attend initial and review education planning meetings to contribute to the medical education plan
- provide updates to the Education Access Officer through the monitoring and review process either by attending review meetings and / or completing form MET2 form
- notify the Medical Needs Service without delay if a pupil disengages from the agreed treatment or is deemed well enough to return to school
- contribute to the reintegration plan as appropriate

**Commissioned Services will -**

- respond to requests for provision in a timely way
- follow the agreed education plan
- consider where there is no recent attainment information available for a pupil (within 2 terms of referral) the commissioned service will complete baseline assessments for pupils within 6 weeks of initial engagement
- provide education provision in accordance with the school's curriculum as this support a pupils return to school when they are well enough

- provide reports for all reviews to include progress, attendance, SEND, wellbeing and readiness to return to school information
- support the school's processes with regards to SEND and the graduated approach
- share any concerns regarding safeguarding with school and the Education Access Officer without delay
- notify school and the Education Access Officer if a pupil is absent on the day of absence so appropriate follow up can be undertaken

#### **Pupil will –**

- engage with their treatment plan
- engage with their education plan
- be ready to learn (if tuition is taking place in the home the pupil should be and dressed and ready to learn for the session – if their health allows)
- be encouraged and supported to contribute to their own education plan

#### **Parent/Carers will -**

- attend the initial education planning and subsequent review meetings
- ensure that their child is accessing all health appointments and engaging with their treatment plan
- maintain contact with the child's home school and promote the link between school and their child
- will report absence - if the pupil is accessing education at Ancora School then parent should contact Ancora School directly. If the pupil is accessing tuition, then they must contact the allocated Education Access Officer directly
- ensure a parent/carer is present within the home for safeguarding purposes when tuition is planned
- report any concerns regarding the education provision directly to the allocated Education Access Officer
- promote and encourage their child's reintegration back to school in line with their health needs
- Facilitate transport for their child if they are not eligible for transport support

#### **Early Help and Prevention and Children's Social Care**

- where a family is being supported by multi-disciplinary working education planning meetings and reviews may take place as part of any multi-agency meeting review process to prevent duplication and ensure a holistic and co-ordinated approach
- All lead professionals have a role in promoting access to health services and supporting parents and pupils to engage with the agreed education support plan.

#### **Non-engagement/withdrawal of service**

It is recognised that some pupils with a diagnosed medical condition may have had significant absences from school, negative experiences and numerous barriers regarding engagement linked to a variety of issues including their diagnosed medical condition. As such, following the referral to the Medical Needs Service every effort will be made to take a flexible approach in securing engagement and build trusting relationships in order to remove barriers to accessing education. A variety of strategies are used including Education Outreach Officer support, introductory visits and working in collaboration with parents and professionals supporting the child.

If despite best endeavours engagement remains problematic the Medical Needs Service will review the role of the service with regards to the offer of support, this may include the withdrawal of an education offer until a time in which the child is able to access education provision. These decisions will never be made in isolation and will involve open and honest dialogue within the review meeting forum to allow for participation from the child, parents, school, health practitioners and any other supporting services.

If a withdrawal of service is deemed appropriate then a transition plan will be agreed to ensure that the child is supported by the appropriate services – i.e. Youth People’s Service, Early Help and Prevention and Social Care.

If it is deemed that a pupil is too unwell to access education provision and further treatment is required then a referral can be made ‘dormant’ for an agreed period of time in which health professionals consider the child is able to access education provision – this prevents the need for a re-referral and ensures that education is provided in a timely manner. Schools may be asked to update a referral if further relevant information is needed to support the child.

### **Ongoing input from health/engagement with treatment plan**

To ensure that a pupil has a diagnosed medical condition that prevents attendance at school and that the provision that the Medical Needs Service commissions is appropriate and in line with the pupil’s health needs, collaboration with colleagues from health overseeing the treatment plan is essential.

If treatment ceases as it is no longer required or due to non-engagement the role of the Medical Needs Service will be reviewed which may result in a plan for transition being implemented and responsibility for education provision may be transferred back to school.

Any withdrawal of provision from the Medical Needs Service will be discussed transparently within the review meeting forum.

### **Named person**

It is a statutory requirement that local authorities have a names person responsible for the education of children with additional health needs, in Cheshire West and Chester that person is:

**Claire Tipton Team Manger Inclusion, Education Access and Alternative Provision**

claire.tipton@cheshirewestandchester.gov.uk

### **Funding arrangements**

Alternative provision for children with medical needs is funded from local authorities’ high needs budgets. However, where a child remains on the roll of their home school but requires a period of time in alternative provision due to their health needs, the local authority and home school may wish to consider the transfer of a portion of the school’s funding associated with that child to the alternative provision. This would ensure that the funding follows the child. This arrangement would cease when the child is reintegrated back to their home school or are no longer on the roll of the home school.

For further guidance please see the [High needs funding - GOV.UK](#)

### **Transport arrangements**

If Ancora School is considered the appropriate provision for a pupil and the criteria is met for transport eligibility IE over 3 miles straight line distance from home address to school or other vulnerability factors. If transport assistance is deemed appropriate this will be arranged in line with Cheshire West and Chester Home to School Travel Assistance Policy.

## **Further Sources of Information**

This guidance and the Medical Needs Policy should be read in conjunction with the following Statutory Frameworks, Guidance and Best Practice documents -

Children and Families Act 2014

<https://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Education Act 1996

<https://www.legislation.gov.uk/ukpga/1996/56/contents>

Equality Act; 2010

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

The Equality Act 2010 and schools; Departmental advice for school leaders, school staff, governing bodies and local authorities; May 2014

[Arranging education for children who cannot attend school because of health needs](#)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/941900/health\\_needs\\_guidance\\_accessible.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/941900/health_needs_guidance_accessible.pdf)

Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England; December 2015

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

Supporting pupils with medical conditions – templates; May 2014

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349437/Supporting\\_pupils\\_with\\_medical\\_conditions\\_-\\_templates.docx](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/349437/Supporting_pupils_with_medical_conditions_-_templates.docx)

[Arranging Alternative Provision - guide for LAs and schools](#)

<https://www.gov.uk/government/publications/alternative-provision>

SEND Code of Practice 0-25 years Statutory guidance for organisations which work with and support children and young people with special educational needs or disabilities; January 2015

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

Mental health and behaviour in schools; November 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/755135/Mental\\_health\\_and\\_behaviour\\_in\\_schools\\_.pdf#:~:text=This%20is%20non-statutory%2C%20departmental%20advice%20from%20the%20Department,considering%20the%20needs%20of%20individual%20pupils.%20This%20advice%3A](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf#:~:text=This%20is%20non-statutory%2C%20departmental%20advice%20from%20the%20Department,considering%20the%20needs%20of%20individual%20pupils.%20This%20advice%3A)

Cheshire west and Chester ESNB good practice guidance

[Emotionally Based School Non-Attendance \(ESBN\)](#)

**Appendices: These appendices should also be reviewed as part of the Medical Needs Policy review**

Referral form

Initial Education Plan (template)

Education Review Plan (template)

Updated health information

Parents Information Leaflet

Feedback survey [www.smartsurvey.co.uk/EducationAccessTeam](http://www.smartsurvey.co.uk/EducationAccessTeam)

In consultation stage

**Cheshire West and Chester  
Schools Forum  
December 2025**

**Agenda Item 6.2**

**Exclusion agreement**

**Purpose of the Report**

1. The purpose of the report is to obtain Schools Forum agreement to move funding associated with pupils who have been permanently excluded from the school/trust who enacted the permanent exclusion (PEX) to the alternative education provision.

**Recommendations**

2. Forum is asked to agree that all schools and academy trusts agree that funding follows pupils, enabling transfer of funding for permanently excluded pupils to support their alternative or new education provision.
3. Schools Forum is asked to agree the attached exclusions agreement (Appendix B). This means that a pro-rata proportion of an excluded pupil's funding based on whole weeks would be transferred to their new education provision. This will ensure that no school benefits financially from the permanent exclusion of their pupils, and equally that no alternative or new education provision suffers financially from accepting a pupil.

**Background & Financial Implications**

4. A small minority of schools have been retaining all pupil funding relating to permanently excluded pupils.
5. It is not considered equitable to alternative provisions for some schools to transfer funding with the permanently excluded pupil, but not others. The majority of Education funding is on a per-pupil basis.
6. In 2024/25, 70 pupils were permanently excluded across Cheshire West and Chester, and two schools objected to transferring the relative pupil funding to their new establishment. The financial impact on these schools is minimal, but the funding associated with a pupil-specific transfer would be material to the new establishment's ability to meet a child's needs.
7. In order to facilitate this proposal, the Council will recoup a proportion of the affected pupils' funding, based on the number of whole weeks remaining at the point in the year when the pupils are excluded. The amount is calculated on a pro rata basis from the point of exclusion and will follow the pupils and fund their alternative or new education provision.
8. This would apply to permanently excluded pupils on transfer to Alternative Provisions (AP), but not from AP to a new mainstream school (with the exception of EHCP funding, which always follows the pupil). Mainstream schools will continue to be funded through the usual channels.

9. Note that in specific cases where a pupil is transferred to an Independent Alternative Provision or School, the reclaimed funding will not be added to the standard provider charges, but rather form a part of the per-pupil cost.

### Recommendations & Next Steps

10. The proposed agreement (Appendix B) will ensure all schools & trusts follow the same equitable process for permanently excluded pupils.
11. The Schools Forum decision will be shared with all schools and academy trusts, and implemented from the beginning of the financial year.
12. Schools Forum is asked to vote on the below options:

OPTIONS	PERMANENTLY EXCLUDED PUPIL FUNDING
1	Vote <b>against</b> allowing pupils to carry their funding to their new placement
2	Vote <b>agreement</b> to allow pupils to carry their funding to their new placement. Implement this decision from <b>1 April 2026</b>



## **Exclusion Agreement Between Cheshire West and Chester Council and [Academy Trust Name]**

**Date:** [Insert Date]

### **1. Background**

This Agreement is made between:

- **Cheshire West and Chester Council** of The Portal, Wellington Road, Ellesmere Port, CH65 0BA ("CWAC"), and
- **[Academy Trust Name]**, a company limited by guarantee registered in England and Wales with company number [Company Number] and registered office at [Address] ("the Academy Trust").

The Academy Trust operates [Academy Name(s)] ("the Academy") under a funding agreement with the Secretary of State for Education dated [ ]

### **1. Definitions**

In this Exclusion Agreement the following terms shall have the meanings ascribed to them herein;

*'Department of Education'* shall mean the ministerial department of the UK government responsible for the provision of education.

*'Independent Review Panel'* means an impartial body appointed to review the school decision to exclude a pupil which is funded by CWAC.

### **2. Purpose**

The purpose of this Agreement is to establish funding arrangement for pupils who have been permanently excluded from academies.

This Agreement ensures that the Academy Trust supports CWAC in fulfilling its statutory duty to arrange suitable education for excluded pupils.

### **3. Scope of Agreement**

Where the Academy admits or permanently excludes pupil from:

- a maintained school, or
- another academy with which CWAC has a similar agreement,

the Academy Trust agrees that:

- The funding arrangements shall be equivalent to those that would apply if the Academy were a maintained school under the School and Early Years Finance (England) Regulations.
- The CWAC shall adjust the Academy’s budget in accordance with the statutory formula provided under Regulation 27 of the School and Early Years Finance (England) Regulations.
- The Academy Trust shall not be required to pay any additional charges beyond those permitted by the Funding Regulations.

**4. Financial Arrangements**

- The Local Authority shall calculate the funding adjustment based on the balance of the pupil’s funding for the remainder of the academic year, in accordance with Regulation 27 of the School and Early Years Finance (England) Regulations.
- No additional levies or discretionary charges shall be imposed by the CWAC unless expressly permitted by law or agreed in writing by both parties.

**5. Review and Dispute Resolution**

- Any disputes arising under this Agreement shall be resolved through an Independent Review Panel. If unresolved, the matter may be referred to the Department of Education by CWAC.

**6. Duration and Termination**

- This Agreement shall commence on the date first written above and shall remain in place.

**7. Signatures**

Signed Cheshire West and Chester Council:



Name: Sal Thirlway  
 Position: Director of Education and Inclusion  
 Date: 01.10.2025

Signed for and on behalf of the Academy Trust [ ]:

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Cheshire West and Chester  
Schools Forum  
December 2025  
Agenda Item X**

**Publication of Section 251 Budget data for 2025/26**

**Purpose of the Report**

1. The purpose of the report is to publish the Cheshire West and Chester S251 data return for 2025/26.

**Recommendations**

2. Schools Forum is asked to note the S251 2025-26 budget return as set out in Table 1, Table 2 and the Early Years Proforma.
3. Schools Forum is asked to note that the Council will publish final S251 data returns for Budget and Outturn 2024/25 and 2025/26 and future years as required by the Department for Education on the Cheshire West and Chester Council website.

**Publication of this data**

4. The information in the S251 Budget return was provided to Schools Forum as part of Schools and Early Years budget setting Forum meetings in February 2025.
5. In order to comply with the Section 251 budget guidance, and Section 251 4(d) of the Apprenticeships, Skills, Children and Learning Act 2009, the Department for Education (DfE) request that Cheshire West and Chester Council publish the Authority's S251 data returns.
6. The Section 251 budget guidance published by the DfE was updated in 2024/25 setting out new publication standards. This has not changed for 2025/26, and states:

*"It is important that schools forums and other stakeholders can compare funding between different local authorities, to allow for an informed debate about budget levels and use of funds. It is, therefore, essential that all statements are prepared to a common format and are accurate.*

**Data Content and Format**

7. The required format of the attached Table 1 and 2 and the Early Years proforma is set out in the annual guidance published by the Department for Education as set out in paragraphs 7,8 and 9.
8. Table 1: local authority level information provides an overall picture of the funding being allocated direct to schools, the amount being spent on education centrally and the amount being spent on children's and young people's services.

9. Table 2: lists the high needs place numbers and funding in each maintained setting.
10. Early years proforma: this provides a format for local authorities to record details of their early years local funding formulae for: 3- and 4-year-old free entitlements (the universal 15 hours and additional 15 hours for working parents); the 2-year-old entitlement for families in receipt of additional support; the 15 hours entitlement for eligible working parents of 2-year-old children (increasing to 30 hours from September 2025); and the 15 hours entitlement for eligible working parents of children from 9 months to 2 years old (increasing to 30 hours from September 2025). Local authorities will also need to confirm their planned budget for the SEN inclusion fund top-up grant, early years pupil premium (EYPP), and the disability access fund (DAF) for each of the separate entitlements.
11. S251 Budget returns are confirmed by the DfE between June and October. S251 Outturn returns are confirmed by the DfE between August and December.

### **Next Steps**

12. Cheshire West and Cheshire Council will publish the final S251 data returns for Budget and Outturn 2024/25 and 2025/26 and future years as required by the Department for Education on the Cheshire West and Chester Council website.

# LA Table: FUNDING PERIOD (2025-26)

## Department for Education Section 251 Financial Data Collection

Report produced on 01/12/2025 14:49:16

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Description	Early Years	Primary	Secondary	SEN/ Special Schools	AP/ PRUs	Post School	Gross	Income	Net
1.0.1 Individual Schools Budget (before academy recoupment), including sixth form grant for maintained schools, but excluding high needs place funding	£54,188,752.00	£159,203,205.00	£129,358,411.00				£342,750,368.00		£342,750,368.00
1.0.2 High needs place funding within Individual Schools Budget (before academy recoupment), excluding funding for 16-19 academies and free schools and FE colleges and independent learning providers	£0.00	£672,125.00	£337,125.00	£8,618,333.00	£500,000.00		£10,127,583.00		£10,127,583.00
1.1.1 Contingencies		£44,869.00	£13,650.00				£58,519.00	£0.00	£58,519.00
1.1.2 Behaviour support services		£0.00	£0.00				£0.00	£0.00	£0.00
1.1.3 Support to UPEG and bilingual learners		£0.00	£0.00				£0.00	£0.00	£0.00
1.1.4 Free school meals eligibility		£24,111.00	£10,565.00				£34,676.00	£0.00	£34,676.00
1.1.5 Insurance		£0.00	£0.00				£0.00	£0.00	£0.00
1.1.6 Museum and Library services		£0.00	£0.00				£0.00	£0.00	£0.00
1.1.7 Licences/subscriptions		£0.00	£0.00				£0.00	£0.00	£0.00
1.1.8 Staff costs – supply cover excluding cover for facility time		£523,953.00	£0.00				£523,953.00	£0.00	£523,953.00
1.1.9 Staff costs – supply cover for facility time		£46,802.00	£35,425.00				£82,227.00	£0.00	£82,227.00
1.2.1 Top-up funding – maintained schools	£0.00	£9,038,600.00	£3,012,914.00	£12,936,495.00	£920,953.00		£25,908,962.00	£401,323.00	£25,507,639.00
1.2.2 Top-up funding – academies, free schools and colleges	£0.00	£1,709,012.00	£1,807,605.00	£3,247,124.00	£0.00	£2,350,062.00	£9,113,803.00	£0.00	£9,113,803.00
1.2.3 Top-up and other funding – non-maintained and independent providers	£0.00	£0.00	£0.00	£10,842,398.00	£0.00	£39,912.00	£10,882,310.00	£43,955.00	£10,838,355.00
1.2.4 Additional high needs targeted funding for mainstream schools and academies	£0.00	£0.00	£0.00				£0.00	£0.00	£0.00
1.2.5 SEN support services	£472,331.00	£1,689,119.00	£1,322,216.00	£243,119.00	£0.00	£0.00	£3,726,785.00	£0.00	£3,726,785.00
1.2.6 Hospital education services				£0.00	£738,833.00		£738,833.00	£0.00	£738,833.00
1.2.7 Other alternative provision services	£7,896.00	£732,634.00	£424,683.00	£154,023.00	£385,220.00	£0.00	£1,704,456.00	£395,161.00	£1,309,295.00
1.2.8 Support for inclusion	£165,982.00	£417,721.00	£108,961.00	£7,514.00	£0.00	£0.00	£700,178.00	£0.00	£700,178.00
1.2.9 Special schools and PRUs in financial difficulty				£0.00	£0.00		£0.00	£0.00	£0.00
1.2.10 PFI/ BSF costs at special schools, AP/ PRUs and Post 16 institutions only				£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1.2.11 Direct payments (SEN and disability)	£0.00	£60,828.00	£55,500.00	£0.00	£0.00	£0.00	£116,328.00	£0.00	£116,328.00
1.2.13 Therapies and other health related services	£186,225.00	£216,450.00	£177,450.00	£394,875.00	£0.00	£0.00	£975,000.00	£0.00	£975,000.00
1.3.1 Central expenditure on early years entitlement	£841,514.00						£841,514.00	£7,898.00	£833,616.00
1.4.1 Contribution to combined budgets	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
1.4.2 School admissions	£6,138.00	£417,450.00	£178,030.00	£12,277.00	£0.00		£613,895.00	£0.00	£613,895.00
1.4.3 Servicing of schools forums	£128.00	£8,728.00	£3,722.00	£256.00	£0.00		£12,834.00	£0.00	£12,834.00
1.4.4 Termination of employment costs	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
1.4.5 Falling Rolls Fund	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
1.4.6 Capital expenditure from revenue (CERA)	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
1.4.7 Prudential borrowing costs	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
1.4.8 Fees to independent schools without SEN	£0.00	£0.00	£0.00	£120,000.00	£0.00		£120,000.00	£0.00	£120,000.00
1.4.9 Equal pay - back pay	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
1.4.10 Pupil growth	£0.00	£87,883.00	£263,650.00	£0.00	£0.00		£351,533.00	£0.00	£351,533.00
1.4.11 SEN transport	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1.4.12 Exceptions agreed by Secretary of State	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1.4.13 Infant class sizes		£0.00					£0.00	£0.00	£0.00
1.4.14 Other Items	£0.00	£764,827.00	£319,103.00	£13,405.00	£0.00	£0.00	£1,097,335.00		£1,097,335.00
1.5.1 Education welfare service							£257,692.00	£0.00	£257,692.00
1.5.2 Asset management							£90,403.00	£0.00	£90,403.00
1.5.3 Statutory/ Regulatory duties							£119,043.00	£0.00	£119,043.00
1.6.1 Central support services							£0.00	£0.00	£0.00
1.6.2 Education welfare service							£0.00	£0.00	£0.00
1.6.3 Asset Management							£0.00	£0.00	£0.00
1.6.4 Statutory/ Regulatory duties							£0.00	£0.00	£0.00
1.6.5 Premature retirement cost/ Redundancy costs (new provisions)							£0.00	£0.00	£0.00
1.6.6 Monitoring national curriculum assessment							£0.00	£0.00	£0.00
1.6.7 School Improvement							£0.00	£0.00	£0.00
1.7.1 Other Specific Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1.8.1 TOTAL SCHOOLS BUDGET (before Academy recoupment)	£55,868,966.00	£175,658,317.00	£137,429,010.00	£36,589,819.00	£2,545,006.00	£2,389,974.00	£410,948,230.00	£848,337.00	£410,099,893.00
1.9.1 Estimated Dedicated Schools Grant for 2025-26 (before academy recoupment), excluding high needs place funding for 16-19 academies and free schools and FE colleges and independent learning providers							£405,260,479.00		
1.9.2 Dedicated Schools Grant brought forward from 2024-25 (please show a deficit as a negative)							-£19,702,414.00		
1.9.3 Dedicated Schools Grant carry forward to 2026-27							£18,810,934.00		
1.9.4 Grant for maintained school sixth forms							£5,730,894.00		
1.9.5 Local Authority additional contribution							£0.00		
1.9.6 Total funding supporting the Schools Budget (the sum of lines 1.9.1 to 1.9.5)							£410,099,893.00		
1.10.1 Academy recoupment from the Dedicated Schools Grant of schools block funding (show as a negative)							-£131,913,750.00		
1.10.2 Academy recoupment from the Dedicated Schools Grant of high needs place funding shown under line 1.0.2 (show as a negative)							-£3,165,502.00		
2.0.1 Central support services							£0.00	£0.00	£0.00

2.0.2 Education welfare service							£0.00	£0.00	£0.00
2.0.3 School improvement							£398,946.00	£14,280.00	£384,666.00
2.0.4 Asset management - education							£0.00	£0.00	£0.00
2.0.5 Statutory/ Regulatory duties - education							£471,967.00	£152,466.00	£319,501.00
2.0.6 Premature retirement cost/ Redundancy costs (new provisions)							£0.00	£0.00	£0.00
2.0.7 Monitoring national curriculum assessment							£35,500.00	£24,500.00	£11,000.00
2.1.1 Educational psychology service							£1,564,924.00	£175,460.00	£1,389,464.00
2.1.2 SEN administration, assessment and coordination and monitoring							£356,891.00	£0.00	£356,891.00
2.1.3 Independent Advice and Support Services (Parent partnership), guidance and information							£295,053.00	£27,317.00	£267,736.00
2.1.4 Home to school transport (pre 16): SEN transport expenditure	£0.00	£241,394.00	£338,615.00	£12,980,114.00	£18,000.00		£13,578,123.00	£0.00	£13,578,123.00
2.1.5 Home to school transport (pre 16): mainstream home to school transport expenditure	£0.00	£401,431.00	£3,880,844.00	£0.00	£0.00		£4,282,275.00	£0.00	£4,282,275.00
2.1.6 Home to post-16 provision: SEN/ LLDD transport expenditure (aged 16-18)			£0.00	£0.00	£0.00	£323,617.00	£323,617.00	£0.00	£323,617.00
2.1.7 Home to post-16 provision: SEN/ LLDD transport expenditure (aged 19-25)			£0.00	£0.00	£0.00	£192,648.00	£192,648.00	£0.00	£192,648.00
2.1.8 Home to post-16 provision transport: mainstream home to post-16 transport expenditure			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2.1.9 Supply of school places							£0.00	£0.00	£0.00
2.2.1 Other spend not funded from the Schools Budget							£0.00	£0.00	£0.00
2.3.1 Young people's learning and development			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2.3.2 Adult and Community learning							£0.00	£0.00	£0.00
2.3.3 Pension costs							£3,423,261.00	£1,905,044.00	£1,518,217.00
2.3.4 Joint use arrangements							£0.00	£0.00	£0.00
2.3.5 Insurance							£0.00	£0.00	£0.00
2.4.1 Other Specific Grant							£0.00	£0.00	£0.00
2.5.1 Total Other education and community budget							£24,923,205.00	£2,299,067.00	£22,624,138.00
3.0.1 Funding for individual Sure Start Children's Centres							£330,574.00	£106,203.00	£224,371.00
3.0.2 Funding for local authority provided or commissioned area wide services delivered through Sure Start Children's Centres							£0.00	£0.00	£0.00
3.0.3 Funding on local authority management costs relating to Sure Start Children's Centres							£0.00	£0.00	£0.00
3.0.4 Other spend on children under 5							£0.00	£0.00	£0.00
3.0.5 Total Sure Start children's centres and other spend on children under 5							£330,574.00	£106,203.00	£224,371.00
3.1.1 Residential care							£30,997,479.00	£1,762,947.00	£29,234,532.00
3.1.2a Fostering services (excluding fees and allowances for LA foster carers)							£8,773,799.00	£0.00	£8,773,799.00
3.1.2b Fostering services (fees and allowances for LA foster carers)							£5,266,329.00	£124,849.00	£5,141,480.00
3.1.3 Adoption services							£1,386,495.00	£0.00	£1,386,495.00
3.1.4 Special guardianship support							£2,607,000.00	£0.00	£2,607,000.00
3.1.5 Other children looked after services							£1,131,594.00	£0.00	£1,131,594.00
3.1.6 Short breaks (respite) for looked after disabled children							£204,962.00	£22,788.00	£182,174.00
3.1.7 Children placed with family and friends							£0.00	£0.00	£0.00
3.1.8 Education of looked after children	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
3.1.9 Leaving care support services							£7,842,799.00	£0.00	£7,842,799.00
3.1.10 Asylum seeker services children							£600,000.00	£0.00	£600,000.00
3.1.11 Total Children Looked After	£0.00	£0.00	£0.00	£0.00	£0.00		£58,810,457.00	£1,910,584.00	£56,899,873.00
3.2.1 Other children and families services							£4,221,547.00	£0.00	£4,221,547.00
3.3.1 Social work (including LA functions in relation to child protection)							£10,120,423.00	£0.00	£10,120,423.00
3.3.2 Commissioning and Children's Services Strategy							£2,722,065.00	£0.00	£2,722,065.00
3.3.3 Local Safeguarding Children Board							£257,306.00	£134,566.00	£122,740.00
3.3.4 Total Safeguarding Children and Young People's Services							£13,099,794.00	£134,566.00	£12,965,228.00
3.4.1 Direct payments							£773,963.00	£0.00	£773,963.00
3.4.2 Short breaks (respite) for disabled children							£748,412.00	£83,211.00	£665,201.00
3.4.3 Other support for disabled children							£233,000.00	£0.00	£233,000.00
3.4.4 Targeted family support							£7,673,562.00	£2,067,454.00	£5,606,108.00
3.4.5 Universal family support							£1,073,842.00	£0.00	£1,073,842.00
3.4.6 Total Family Support Services							£10,502,779.00	£2,150,665.00	£8,352,114.00
3.5.1 Universal services for young people							£364,337.00	£7,884.00	£356,453.00
3.5.2 Targeted services for young people							£1,593,667.00	£36,382.00	£1,557,285.00
3.5.3 Total Services for young people							£1,958,004.00	£44,266.00	£1,913,738.00
3.6.1 Youth justice							£1,535,886.00	£840,796.00	£695,090.00
4.0.1 Capital Expenditure from Revenue (CERA) (Non-schools budget functions and Children's and young people services)							£0.00	£0.00	£0.00
5.0.1 Total Schools Budget and Other education and community budget (excluding CERA) (lines 1.8.1 and 2.5.1)							£435,871,435.00	£3,147,404.00	£432,724,031.00
5.0.2 Total Children and Young People's Services and Youth Justice Budget (excluding CERA)(lines 3.0.5 + 3.1.11 + 3.2.1 + 3.3.4 + 3.4.6 + 3.5.3 + 3.6.1)							£90,459,041.00	£5,187,080.00	£85,271,961.00
6 Total Schools Budget, Other education and community budget, Children and Young People's Services and Youth Justice Budget (excluding CERA) (lines 5.0.1 + 5.0.2)							£526,330,476.00	£8,334,484.00	£517,995,992.00
7 Capital Expenditure (excluding CERA)	£0.00	£3,998,319.00	£17,396,510.00	£2,221,407.00	£55,262.00		£23,671,498.00	£0.00	£23,671,498.00
8a.1 Substance misuse services (Drugs, Alcohol and Volatile substances) (included in 3.5.1 and 3.5.2 above)							£0.00	£0.00	£0.00
8a.2 Teenage pregnancy services (included in 3.5.1 and 3.5.2 above)							£0.00	£0.00	£0.00

1.8.1a DSG Block Planned Expenditure							Allocated DSG funding	Planned Spend	Net
Schools (before academy recoupment)							£285,308,172.00	£283,881,632.00	£1,426,540.00
Central School Services							£2,187,835.00	£2,187,835.00	£0.00
High Needs (excluding post school)							£62,742,104.00	£63,273,806.00	-£531,702.00
Early Years							£55,022,367.00	£55,022,367.00	£0.00
<b>Total</b>							<b>£405,260,478.00</b>	<b>£404,365,640.00</b>	<b>£894,838.00</b>

# S251 Budget 2025-26 - High Needs Places Table Report

Department for Education Section 251 Financial Data Collection

Report produced on 01/12/2025 14:50:16

Local Authority: 896 Cheshire West and Chester Coun

School Name	DfE Number	Is School/Unit Opening/Closing In-Year?	Date Opening Closing	Type of Establishment	Special Educational Needs (SEN) Places		SEN Place Funding	Alternative Provision (AP) Places		AP Place Funding	Hospital Education Places		Hospital Education Place Funding	Total Place Funding
					April 2025 to August 2025	September 2025 to March 2026	April 2025 to March 2026 (£)	April 2025 to August 2025	September 2025 to March 2026	April 2025 to March 2026 (£)	April 2025 to August 2025	September 2025 to March 2026	April 2025 to March 2026 (£)	April 2025 to March 2026 (£)
Anchor House	1103			HSP				0.00	0.00	£0.00	40.00	40.00	£400,000.00	£400,000.00
Upton Westlea Primary School	2260			Mainstream	10.00	15.00	£77,500.00							£77,500.00
Darvall Primary School	2311			Mainstream	10.00	10.00	£60,000.00							£60,000.00
Dee Point Primary School	2701			Mainstream	24.00	32.00	£172,000.00							£172,000.00
Woodlands	3813			Mainstream	10.00	30.00	£130,000.00							£130,000.00
St Nicholas Catholic High School	4610			Mainstream	12.00	12.00	£72,000.00							£72,000.00
The Brideson Short Stay School	1100			PRU										£500,000.00
Dee Banks School	7000			Special	143.00	143.00	£1,430,000.00	50.00	50.00	£500,000.00				£1,450,000.00
Greenbank School	7106			Special	119.00	133.00	£1,271,667.00							£1,271,667.00
Oaklands School	7108			Special	160.00	160.00	£1,600,000.00							£1,600,000.00
Hebden Green Community School	7109			Special	141.00	141.00	£1,410,000.00							£1,410,000.00
Hinderton School	7115			Special	52.00	61.00	£572,500.00							£572,500.00
Dorin Park School & Specialist SEN College	7118			Special	151.00	151.00	£1,510,000.00							£1,510,000.00
Rosebank School	7120			Special	49.00	49.00	£490,000.00							£490,000.00
Archers Brook SEMH Residential School	7208			Special	103.00	103.00	£1,030,000.00							£1,030,000.00
<b>Grand Total:</b>					<b>984.00</b>	<b>1,040.00</b>	<b>£9,825,667.00</b>	<b>50.00</b>	<b>50.00</b>	<b>£500,000.00</b>	<b>40.00</b>	<b>40.00</b>	<b>£400,000.00</b>	<b>£10,725,667.00</b>

# EY Proforma Table: FUNDING PERIOD (2025-26)

## Department for Education Section 251 Financial Data Collection

Report produced on 01/12/2025 14:51:05

Local Authority: 896 Cheshire West and Chester Coun

														Pass-through rate for 3 & 4 year olds:		99.4%
														Pass-through rate for 2 year olds - Families receiving additional support:		100.0%
														Pass-through rate for 2 year olds - Working Parents:		98.8%
														Pass-through rate for 9 month to 2 year olds - Working Parents:		96.9%
Row Heading	Description	Unit Value (£)			Unit Applied	Number of Units (Universal 15 hours)			Number of Units (Additional 15 hours)			Anticipated Budget (£)				
		PVI	Nursery School	Primary Nursery Class		PVI	Nursery School	Primary Nursery Class	PVI	Nursery School	Primary Nursery Class	PVI	Nursery School	Primary Nursery Class	TOTAL	
1. 3 & 4 Year Olds: Base Rate	Base rate all providers	£5.45	£0.00	£5.45	PerHour	1,786,985.00	0.00	795,342.00	1,084,802.00	0.00	307,758.00	£15,651,239		£6,011,895	£21,663,134	
<b>Row Heading</b>	<b>Description</b>	<b>Unit Value (£)</b>			<b>Unit Applied</b>	<b>Number of Units (Universal &amp; Additional 15 hours)</b>			<b>Anticipated Budget (£)</b>							
		<b>PVI</b>	<b>Nursery School</b>	<b>Primary Nursery Class</b>	<b>Unit Type</b>	<b>PVI</b>	<b>Nursery School</b>	<b>Primary Nursery Class</b>	<b>PVI</b>	<b>Nursery School</b>	<b>Primary Nursery Class</b>	<b>PVI</b>	<b>Nursery School</b>	<b>Primary Nursery Class</b>	<b>TOTAL</b>	
2a. 3 & 4 Year Olds: Supplements - Deprivation	Additional payment based on the hours claimed for individual children who reside in the 30% most disadvantaged areas in England on the Income Deprivation Affecting Children Index (IDACI).	£0.50	£0.00	£0.50	PerHour	635,518.00			0.00		244,124.00	£317,759		£122,062	£439,821	
2b. 3 & 4 Year Olds: Supplements - Quality	Additional payment for eligible providers for the distribution of the Teachers Pay and Pensions Grant (TPPG) that was previously received directly by schools however is now included within the Early Years Block of the Dedicated Schools Grant (DSG).	£0.07	£0.00	£0.07	PerHour	833,381.00			0.00		320,130.00	£58,337		£22,409	£80,746	
2c. 3 & 4 Year Olds: Supplements - Flexibility	No budget lines entered															
2d. 3 & 4 Year Olds: Supplements - Rurality/Sparsity	Additional payment for settings defined as being in a Pre-dominantly Rural Census Output Area under the Rural / Urban Classification, has few competitors within 2 miles (sparsity) and occupancy below 77%. £2,000 annual lump sum.	£2,000.00	£0.00	£2,000.00	LumpSum	7.00			0.00		7.00	£14,000		£14,000	£28,000	
2e. 3 & 4 Year Olds: Supplements - EAL	No budget lines entered															
Funding provided through supplements:															2.5%	
3. 3 & 4 Year Olds: Maintained nursery school lump sums	No budget lines entered															
<b>TOTAL FUNDING FOR EARLY YEARS SINGLE FUNDING FORMULA (3 &amp; 4 YEAR OLDS):</b>															<b>£22,211,703</b>	
4. 2 Year Olds - Families receiving additional support: Base Rate	Base rate all providers	£7.65	£0.00	£0.00	PerHour	370,807.80			0.00		0.00	£2,836,680			£2,836,680	
5a. 2 Year Olds - Disadvantaged: Supplements - Deprivation	Additional payment based on the hours claimed for individual children who reside in the 30% most disadvantaged areas in England on the Income Deprivation Affecting Children Index (IDACI).	£0.50	£0.00	£0.00	PerHour	189,111.98			0.00		0.00	£94,556			£94,556	
5b. 2 Year Olds - Disadvantaged: Supplements - Quality	No budget lines entered															
5c. 2 Year Olds - Disadvantaged: Supplements - Flexibility	No budget lines entered															
5d. 2 Year Olds - Disadvantaged: Supplements - Rurality/Sparsity	No budget lines entered															
5e. 2 Year Olds - Disadvantaged: Supplements - EAL	No budget lines entered															
Funding provided through supplements:															3.2%	
6. Total 'top-up' amount paid to individual providers to ensure the rate for 2 year olds from																
<b>TOTAL FUNDING FOR EARLY YEARS LOCAL FUNDING FORMULA (2 YEAR OLDS - DISADVANTAGED):</b>															<b>£2,931,239</b>	
7. 2 Year Olds - Working Parents: Base Rate	Base rate all providers	£7.65	£0.00	£0.00	PerHour	1,456,224.00			0.00		0.00	£11,140,114			£11,140,114	
8a. 2 Year Olds - Working Parents: Supplements - Deprivation	Additional payment based on the hours claimed for individual children who reside in the 30% most disadvantaged areas in England on the Income Deprivation Affecting Children Index (IDACI).	£0.50	£0.00	£0.00	PerHour	240,277.00			0.00		0.00	£120,139			£120,139	
8b. 2 Year Olds - Working Parents: Supplements - Quality	No budget lines entered															
8c. 2 Year Olds - Working Parents: Supplements - Flexibility	No budget lines entered															
8d. 2 Year Olds - Working Parents: Supplements - Rurality/Sparsity	Additional payment for settings defined as being in a Pre-dominantly Rural Census Output Area under the Rural / Urban Classification, has few competitors within 2 miles (sparsity) and occupancy below 77%.	£2,000.00	£0.00	£2,000.00	LumpSum	7.00			0.00		8.00	£14,000		£16,000	£30,000	
8e. 2 Year Olds - Working Parents: Supplements - EAL	No budget lines entered															
Funding provided through supplements:															1.3%	
<b>TOTAL FUNDING FOR EARLY YEARS LOCAL FUNDING FORMULA (2 YEAR OLDS - WORKING PARENTS):</b>															<b>£11,290,252</b>	

Row Heading	Description	Unit Value (£)			Unit Applied	Number of Units (Universal & Additional 15 hours)			Anticipated Budget (£)			
		PVI	Nursery School	Primary Nursery Class	Unit Type	PVI	Nursery School	Primary Nursery Class	PVI	Nursery School	Primary Nursery Class	TOTAL
9. 9 Month to 2 Year Olds - Working Parents: Base Rate	Base rate all providers	£10.33	£0.00	£0.00	PerHour	1,586,184.60	0.00	0.00	£16,385,287			£16,385,287
10a. 9 Month to 2 Year Olds - Working Parents: Supplements - Deprivation	Additional payment based on the hours claimed for individual children who reside in the 30% most disadvantaged areas in England on the Income Deprivation Affecting Children Index (IDACI).	£0.50	£0.00	£0.00	PerHour	237,927.69	0.00	0.00	£118,964			£118,964
10b. 9 Month to 2 Year Olds - Working Parents: Supplements - Quality	No budget lines entered											
10c. 9 Month to 2 Year Olds - Working Parents: Supplements - Flexibility	No budget lines entered											
10d. 9 Month to 2 Year Olds - Working Parents: Supplements - Rural/Sparsity	Additional payment for settings defined as being in a Pre-dominantly Rural Census Output Area under the Rural / Urban Classification, has few competitors within 2 miles (sparsity) and occupancy below 77%.	£2,000.00	£0.00	£0.00	LumpSum	10.00	0.00	0.00	£20,000			£20,000
10e. 9 Month to 2 Year Olds - Working Parents: Supplements - EAL	No budget lines entered											
Funding provided through supplements:												0.8%
<b>TOTAL FUNDING FOR LOCAL FUNDING FORMULA (9 MONTH TO 2 YEAR OLDS - WORKING PARENTS):</b>												<b>£16,524,251</b>



Row Heading	Description	Unit Value (£)			Unit Applied	Number of Units (Universal & Additional 15 hours)			Anticipated Budget (£)			
		PVI	Nursery School	Primary Nursery Class	Unit Type	PVI	Nursery School	Primary Nursery Class	PVI	Nursery School	Primary Nursery Class	TOTAL

**Calculation of pass-through rate for 3 and 4 year olds**

Calculation	Description	Amount	
A	1. EYSFF (3 & 4 year olds) Base Rate(s) per hour, per provider type	£21,663,134	
	2a. EYSFF (3 & 4 year olds) Supplements (supply a note for your supplement payment) - Deprivation	£439,821	
	2b. EYSFF (3 & 4 year olds) Supplements (supply a note for your supplement payment) - Quality	£80,746	
	2c. EYSFF (3 & 4 year olds) Supplements (supply a note for your supplement payment) - Flexibility	£0	
	2d. EYSFF (3 & 4 year olds) Supplements (supply a note for supplement payment) - Rurality/Sparsity	£28,000	
	2e. EYSFF (3 & 4 year olds) Supplements (supply a note for your supplement payment) - EAL	£0	
	3. EYSFF (3 & 4 year olds) Maintained nursery school (MNS) lump sums (if applicable)	£0	
	11a (i) SEN Inclusion Fund - 3 & 4 Year Olds (Mandatory) - Funding allocated from EY Block	£356,547	
	11a (ii) SEN Inclusion Fund - 3 & 4 Year Olds (Mandatory) - Funding allocated from HN Block	£0	
	12a. Early years contingency funding - 3 & 4 Year Olds	£0	
	Subtotal =	£22,568,248	
	B	DFE quantum allocation to local authority of MNS supplementary funding (published in the DSG allocations tables)	£0
	C	Planned total base rate hours for universal 15 and additional 15 hours for 3 and 4 year olds (including hours through MNS)	3,974,887
D	Equivalent average rate to providers for three-and four-year old entitlement hours	£5.68	
E	LA EYNFF hourly rate for three-and four-year olds (published in the DSG allocations tables)	£5.71	
F	Test of meeting requirement = (D / E) * 100%	99.4%	

**Calculation of pass-through rate for 2 year olds - Families receiving**

Calculation	Description	Amount
A	4. 2 year olds - Families receiving additional support Base Rate(s) per hour, per provider type	£2,836,680
	5a. 2 year olds - Families receiving additional support Supplements - Deprivation	£94,556
	5b. 2 year olds - Families receiving additional support Supplements - Quality	£0
	5c. 2 year olds - Families receiving additional support Supplements - Flexibility	£0
	5d. 2 year olds - Families receiving additional support Supplements - Rurality/Sparsity	£0
	5e. 2 year olds - Families receiving additional support Supplements - EAL	£0
	11b (i) SEN Inclusion Fund - 2 Year Olds - Families receiving additional support - Funding allocated from EY Block	£24,324
	11b (ii) SEN Inclusion Fund - 2 Year Olds - Families receiving additional support - Funding allocated from HN Block	£0
	12b. Early years contingency funding - 2 Year Olds - Families receiving additional support	£0
	Subtotal =	£2,955,560
	B	Planned total base rate hours for 2 year olds - Families receiving additional support (including hours through MNS)
C	Equivalent average rate to providers for 2 year old - Families receiving additional support entitlement hours	£7.97
D	LA hourly rate for 2 year olds (published in the DSG allocations tables)	£7.97
E	Test of meeting requirement	100.0%

**Calculation of pass-through rate for 2 year olds - Working parents**

Calculation	Description	Amount	
A	7. 2 year olds - Working parents Base Rate(s) per hour, per provider type	£11,140,114	
	8a. 2 year olds - Working parents Supplements - Deprivation	£120,139	
	8b. 2 year olds - Working parents Supplements - Quality	£0	
	8c. 2 year olds - Working parents Supplements - Flexibility	£0	
	8d. 2 year olds - Working parents Supplements - Rurality/Sparsity	£30,000	
	8e. 2 year olds - Working parents Supplements - EAL	£0	
	11c (i) SEN Inclusion Fund - 2 Year Olds - Working parents - Funding allocated from EY Block	£23,788	
	11c (ii) SEN Inclusion Fund - 2 Year Olds - Working parents - Funding allocated from HN Block	£0	
	12c. Early years contingency funding - 2 Year Olds - Working parents	£150,000	
	Subtotal =	£11,464,040	
	B	Planned total base rate hours for 2 year olds - Working parents (including hours through MNS)	1,456,224
	C	Equivalent average rate to providers for 2 year old - Working parents entitlement hours	£7.87
D	LA hourly rate for 2 year olds (published in the DSG allocations tables)	£7.97	
E	Test of meeting requirement	98.8%	

**Calculation of pass-through rate for 9 month to 2 year olds - Working parents**

Calculation	Description	Amount	
A	9. 9 month to 2 year olds - Working parents Base Rate(s) per hour, per provider type	£16,385,287	
	10a. 9 month to 2 year olds - Working parents Supplements - Deprivation	£118,964	
	10b. 9 month to 2 year olds - Working parents Supplements - Quality	£0	
	10c. 9 month to 2 year olds - Working parents Supplements - Flexibility	£0	
	10d. 9 month to 2 year olds - Working parents Supplements - Rurality/Sparsity	£20,000	
	10e. 9 month to 2 year olds - Working parents Supplements - EAL	£0	
	11d (i) SEN Inclusion Fund - 9 month to 2 Year Olds - Working parents - Funding allocated from EY Block	£28,551	
	11d (ii) SEN Inclusion Fund - 9 month to 2 Year Olds - Working parents - Funding allocated from HN Block	£0	
	12d. Early years contingency funding - 9 month to 2 Year Olds - Working parents	£68,000	
	Subtotal =	£16,620,802	
	B	Planned total base rate hours for 9 month to 2 year olds - Working parents (including hours through MNS)	1,586,185
	C	Equivalent average rate to providers for 9 month to 2 year old - Working parents entitlement hours	£10.48
D	LA hourly rate for 9 month to 2 year olds (published in the DSG allocations tables)	£10.81	
E	Test of meeting requirement	96.9%	