HNF Guidance for SUMMER Spreadsheet

**The deadlines for submission of spreadsheets and evidence forms are**

**shown on the website for the academic year.**

**Please ensure, on all tabs, that you scroll back to Column A and begin by filling in the name of your setting and contact details. Please ensure that you give the full name and location of the setting, as we have settings with same/similar names and also tell us if the name has changed due to becoming an academy. It is incredibly helpful for us if any changes to setting or contact details, that differ from your last submission, are highlighted. The contact details should include a name and an email address – we will contact you with the results of moderation via this email address. You only need to record this information once, unless there is more than one contact person involved. Please include additional email addresses that you wish moderation results to be shared with – e.g., senior leader; administration staff; finance/business manager, trust personnel etc. There is no requirement to enter anything into the comments section – just use it to tell us anything that may be relevant to the information provided and please do not populate it with extensive information that will be provided on an evidence form.**

**Tab 1 – LEARNERS WITH A BAND**

Enter the details of all learners in your setting who have been entered previously, by yourself or another setting, and have been allocated a band that remains appropriate. Do not enter in this section, any learners who have left, any learners who are dual placed, any new applications for a band or any learners for whom you wish to apply for a change of band. Please tell is, in the Comments column, if a learner has returned from AP, is new to your setting (giving the previous setting, if known) or has increased their attendance from being on a part/negotiated timetable.

**Tab 2 – CHANGE TO A BAND**

Enter the details of all learners who have a band that is no longer appropriate. This may include learners who are new to your setting and it would be helpful if you can name their previous setting in the Comments column. These learners should have needs that have changed and you will be required to submit new evidence for them if the band requested is higher than the band allocated. This will enter the learner into a new moderation process and the band allocated will be on the basis of the new evidence form only. Please remember that a band could be reduced below the original one allocated and once a new band is allocated, it will not be possible to revert to the existing band without a new application being made. If your request is for a band that is lower than the allocated band, you will not be required to submit evidence.

**Tab 3 – NEW APPLICATIONS**

Enter the details of all learners who have not been entered before, by you or any previous setting. Please try to find out whether learners that are new to your setting, have been previously entered and what band they were allocated. This is a process that should be built into transition work in the summer term for major key stage changes. If you need help with finding the band for a learner, please get in touch and we can check for you. Any learners who have had a band allocated by a previous setting, should be entered by you on either Tab 1 or Tab 2.

Please note that the original Tab 4 has been removed – this was for old number bands and they are now obsolete.

**Tab 4 – LEARNERS LEFT**

Enter the details of all learners who have been allocated a band but have left your setting since last term. Do not use this tab for any learners who remain on your roll and are accessing alternative provision (see below). Please tell us, if you know where they have moved to.

**Tab 5 – LEARNERS DUAL PLACED**

Enter the details of all learners who remain on your roll but are accessing alternative provision. This involves all provision – whether full or part time or whether it does or does not incur a cost to you. Please provide as much information as possible about the provision and the dates involved. Please state if the learner has previously been allocated a band, you are applying for new band or you do not yet have enough information to apply for a band. If there will be no involvement of an evidence form, please use the comments section to tell us if you are paying for the alternative provision.

Please note – we now have over twenty five new specialist provisions in Suffolk, either units attached to mainstream settings or small groups attached to pupil referral units, and more opening on an ongoing basis. If you have a learner that has moved to one of these settings, they should be entered on the Learners Left tab. These learners should be no longer on your roll and the new provisions will be allocated the high needs funding.

WE HOPE THAT WE HAVE COVERED ALL SCENARIOS, BUT IF YOU HAVE A LEARNER THAT DOES NOT FIT INTO ANY OF THE DESCRIBED CATEGORIES, PLEASE GET IN TOUCH WITH US.

**When you save your spreadsheet please include the name and location of the setting in the name of the document.**

**Please see the following guidance on how to send your spreadsheet in.**

Sending sensitive email to Suffolk County Council – if your organisation or email provider doesn’t have a secure email connection with SCC (known as a TLS connection), you’ll need to request a secure Thread” or conversation with the Council. Once this secure thread is established, all subsequent replies in the conversation/thread are secure.

 To request a secure thread:

• Send a standard email to the Inclusion Funding Hub or any named HNF contact at SSC

• In your email, ask your SCC contact to reply and mark the email Official-Sensitive. This will set up the secure thread.

• Once, you’ve opened the reply they send you, you’ll be able to reply to this enclosing any sensitive information you want to send to the Council.

PLEASE DO NOT ADD ANY FURTHER ENCRYPTION OR PASSWORD PROTECTION.

It is your responsibility to send the information to SCC securely.  Failure to do so could result in a data breach which your setting will be responsible for.

Please securely send your HNF Autumn 2023 spreadsheet to [InclusionFundingHub@suffolk.gov.uk](mailto:InclusionFundingHub@suffolk.gov.uk) and ensure you use the subject heading "HNF Moderation" to return your information so it can be easily identified.

**THE DEADLINES FOR SPREADSHEET SUBMISSIONS ARE CLEARLY SHOWN ON THE WEBSITE**