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 that all relevant tabs are completed. On the new template there is a new tab, where the setting’s contact details should be entered. On the subsequent tabs, please ensure that you give the full name and location of the setting, as we have settings with same/similar names. Please note, you only need to enter it once. It is incredibly helpful for us if any changes to setting names or contact details, that differ from your last submission, are highlighted. 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 – SETTING CONTACT DETAILS**

Please record here the name or names of anyone in the setting who is involved in HNF work.

**Tab 2 – LEARNERS WITH A BAND**

Enter the details of all learners in your setting who have been entered previously and have been allocated a band that remains appropriate. Do not enter in this section, any learners who have transferred from another setting with a band, 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 us in the Comments column any relevant information, e.g. a learner has returned from AP, a learner has increased their attendance from being on a part/negotiated timetable, you are funding some alternative provision, etc.

**Tab 3 – TRANSFERS**

Enter the details of any learner who has transferred into your setting with an existing HNF band. It is extremely helpful for us, if you can tell us the name of their previous setting in the Comments column.

**Tab 4 – CHANGE TO A BAND**

Enter the details of all learners who have a band that is no longer appropriate. This can include learners who are existing in your setting and learners who are new to your setting. These learners should have needs and provision 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 5 – 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 3 or Tab 4.

**Tab 6 – 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 in the Comments column, if you know where they have moved to. Please note – we now have nearly thirty specialist units in Suffolk 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, even if the specialist unit is on your site. The new provisions will be allocated the high needs funding.

**Tab 7 – LEARNERS DUAL PLACED OR LA FUNDED**

Enter the details of all learners who remain on your roll but are accessing alternative provision that the LA is funding. This may be PRU provision or a bespoke alternative provision arrangement. Please provide as much information as possible about the provision and the dates involved. **Please do not include learners on this tab, for whom you are funding alternative provision – they should be recorded on the Learners with a Band tab, with clear details given in the Comments column.**

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 retain the name of the document, as this includes the DfE number that is used by Perspective Lite to locate and manage your files.**

**NEW ARRANGEMENTS FOR DOCUMENT SHARING**

**We have recently launched a new system for sharing documents between settings and the Local Authority. This system will eventually replace email but has only been launched initially for mainstream settings and specialist units based in mainstream settings. For now, Special Schools and FE settings will continue to use the email** **system but we are hoping to complete a phased rollout across all settings during the 2024/25 academic year.**

**Mainstream Settings/Specialist Units – all spreadsheets should be downloaded from the Perspective Lite platform and when you have completed any updates/changes, you should upload it back to Perspective Lite for the LA to retrieve. You will be able to see when the LA has downloaded** **it and this will be your confirmation that you have met the deadline.**

**For Special Schools and FE settings, 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 use the email to attach any confidential/sensitive documents that 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 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**