

Date: 23rd September 2024
Enquiries to: Schools' Accountancy Team
Tel: 01473 265626
Email: sat@suffolk.gov.uk



To: Headteachers and Chairs of Governors of Maintained Schools and PRUs

LMS Document No. 2024/06

Dear Colleagues

2024 SFVS REQUIREMENTS

This letter contains a summary of the details for the 2024 SFVS requirements.

2024 SFVS

The 2024 SFVS consists of a template for Schools to complete that is the same as that introduced in 2021.

Please ensure that all 30 questions have been answered as Yes, No or In Part by using the drop-down selections in the 5th column, and that additional detail is added to the final column.

The self-assessment dashboard that was formerly part of the SFVS has been moved to the [benchmarking website](#). A question in section E asks if the governing body has considered the results of the dashboard or of other DfE benchmarking tools.

Guidance on using the Self-Assessment dashboard can be found on the DfE SFVS page and should be used as part of the SFVS process but does not need to be returned to the Schools Accountancy team.

The DfE website contains guidance to provide clarification and explanation of the 30 SFVS Questions.

Schools and governors are reminded that Section 2.16 of Suffolk's [Scheme for the Financing of Schools](#) requires that the SFVS is submitted to the Schools' Accountancy Team by **31st December each year**. This requirement applies to all maintained schools (including Nurseries) and PRUs, except where an exemption is permitted by the DfE.

Governor responsibilities

The SFVS **must** be discussed by the **full governing body/management committee**, even where it has already been considered by a committee. We recommend that governors arrange for the 2024 SFVS assessment to be completed and presented as soon as possible and ideally before the October half-term, in order to allow sufficient time for additional work to be done and brought to a second meeting before the 31st December deadline if needed.

Arrangements for 2024 SFVS

The deadline for the SFVS remains unchanged and is **31st December 2024**.

The SFVS Template from the DfE, which can be found on the [DFE SFVS webpage](#), consists 30 questions in a word document.

SFVS documents must be submitted to the Schools Accountancy Team via email to sat@suffolk.gov.uk. Please ensure that the document is completed in full before sending and ensure that you send the document before the deadline of **31st December 2024**.

As in previous years details of schools successfully submitting the SFVS will be published on [Suffolk Learning](#) register of School returns. The Schools' Accountancy Team will refresh the data weekly in the Autumn Term and it is each school's responsibility to ensure that they have checked their submission has been recorded correctly.

Federations with a single budget issued across two or more schools are only required to complete one SFVS assessment for the federation, the submission will be recorded against the 'Lead' school.

Any school/PRU required to submit the 2024 SFVS and failing to do so successfully by 31 December 2024 could be subject to additional intervention measures; these could include the issue of a Notice of Financial Concern in extreme cases.

- The chair of governors or Headteacher should contact the Schools' Accountancy Team at the earliest opportunity, and **before 22nd November 2024**, if the school wishes to apply for an extended deadline.
- Extensions will only be granted in extenuating circumstances as schools and governors are expected to have contingency arrangements to cover situations such as absence/resignations of staff.

Support for schools

Guidance to aid in the completion of the SFVS template can be found on the [DfE SFVS webpages](#), however if you cannot find the answers you need, then please get in contact with the Schools' Accountancy Team on:

E-mail: sat@suffolk.gov.uk
Phone: 01473 265626

2023-24 SFVS Feedback

We are pleased to say that we received 100% returns for the 12th year.

Yours sincerely,

Kirsty Spurgeon
Service Accountant