

HNF Guidance for Spreadsheets

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 template there is a new guidance tab to help with completion and a settings tab, where the full name and location of the setting and the name of all HNF contacts, should be recorded. **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 sections on the subsequent tabs – just use them to tell us anything that may be relevant to the information provided but please do not over-populate them with extensive information.

Tab 1 – GUIDANCE

Tab 2 – SETTING CONTACT DETAILS

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

Tab 3 – LEARNERS WITH A BAND

You will have received an up-to-date spreadsheet, recording the names of all learners in your setting who have been entered previously and have been allocated a band. You do not need to change anything for the ones whose bands remains appropriate. Do not add to 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 section 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. If you do move someone to another tab, please delete them from this one.

Tab 4 – 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 section.

Tab 5 – 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/or provision that has 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 6 – 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 if so, 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 4 or Tab 5.

Tab 7 – 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 section, 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 8 – FUNDING TO BE WITHHELD

Enter the details of all learners who remain on your roll but are accessing alternative provision that the LA is funding. This may be AP school 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 section.** You can also use this tab for temporary non-attendance or learners who have an EHCP from another LA.

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.

ARRANGEMENTS FOR DOCUMENT SHARING

Mainstream Settings/Special Schools/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, by the published deadline date.

FE settings and out of county schools should continue to use the secure email system for sharing documents with the LA:

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