

## How to complete the template (guidance for local authorities)

### Which projects do I enter information about?

The template is for local authorities to show local groups how they plan to invest in capital projects to get good outcomes for pupils with education, health and care (EHC) plans for their special educational need or disability.

The template **should** include:

All capital projects at a range of provision including mainstream and special schools designed to create new (additional) places, build new facilities or improve existing facilities to benefit pupils with EHC plans. This includes investment in mainstream and special provision for children and young people aged 0-25.

This **must** include capital projects funded fully or partially through the special provision fund allocation

This **may** include expenditure on capital projects funded via other funding (where applicable) up until the financial year 2020/21.

The template should **not include** whole new centrally-funded free schools. Money from the special provision capital fund cannot be spent on revenue (i.e. staffing costs and training) and revenue expenditure should **not** be included on the form.

**The local authority should not enter costings for any project where this constitutes commercially sensitive information, for example, if contracts have not yet been tendered. The local authority may choose to set out indicative costings and mark this in the comments box. Where all costs are not entered when the plan is first published the local authority should republish the plan once costs can be included.**

### There are two forms to complete on the 'input form' tab

- |                             |   |
|-----------------------------|---|
| 1. Project information form | Complete this for each project  |
| 2. Consultation form        | Complete this for each group you have consulted about any of the projects. This table must include information about how you have consulted parents and carers. |

If you find that you need to enter more rows of information please press the 'Click here if you would like to add a new row' button.

### How to enter information:

Click 'Enable content' at the top of the form.

### Information about overall funding

All information is entered into the 'input form' tab. The information you enter here generates your local authority's plan output. Select your local authority from the drop-down list at cell E3 'Select Local Authority'.

The amount your local authority will receive from the special provision fund will be automatically added to the cell E5.

In **cell E6** [if applicable] enter any other funding that your LA plans to invest in new (additional) places or improvements to facilities for pupils with EHCs plans up until and including for the financial year 2020/21.

In **cell L3** enter the date of the last update (today's date).

### Information about individual projects

Each project should be entered into the input form. This includes both investment in additional places and investment in facilities in all provision types.

#### For all projects enter the following information:

Provision URN (column B)	Please enter the URN of the provision (i.e. school, college or other provision) that the project is based at. If the funding is used towards provision that has not yet been built and therefore does not have a URN please leave this cell blank.
Provision name and address (column C)	Enter provision name and address including postcode. If school covers more than one site please enter the address of the site that the project will be located at.
Provision category (column D)	Select provision type from drop-down box. (See a full list at the end of this form showing how provision types are categorised). Select 'other' if provision type is not listed and add further information in the comments box at column N 'Optional additional information'.
Ofsted judgement (column E)	Select from drop-down list the school's Ofsted grading at its last inspection before this plan is published or updated. The grade for special units should be listed as the Ofsted grading of the school.
Age range for project (column F)	Select from drop-down list the age range that the new places or the facilities' improvements are for.

#### For investment in new (additional) places Please complete the following column(s) where the project involves creating new school places (adding to the number of places the school can provide)

Special provision fund investment in additional places (column G)	Enter how much the LA plans to invest in new places with funding from the special provision fund
Other investment in additional places (column H)	Where applicable enter how much the LA plans to invest in new places with any other funding.

Special provision fund additional places (column I)	Enter the number of places you plan to create from special provision funding for this project. Where additional places have been created using a combination of the special provision fund and other funding please estimate how many places have been created from each.
Other investment additional places (column J)	Enter the number of places you plan to create from other funding for this project.
Total number of places (column K)	Enter the total number of places that the investment in additional places will create (this should be the same as column I plus column J).

<u>For investment in facilities</u>	<u>Please complete the following column(s) where the project involves improving facilities at the school</u>
Special provision fund investment in facilities (column L)	Enter how much the LA plans to invest in improvements to facilities with money from the special provision fund.
Other investment in facilities (column M)	Where applicable enter how much the LA plans to invest in improvements to facilities with any other funding.

Projects should cover either one or both of the objectives (investment in additional places and/or improvements to facilities). Where projects cover both aims please estimate how much funding will be or is used for additional places and how much goes to improving facilities.

Additional information for each project

Type of SEN or disability that the project is designed to meet (column N)	Please enter information about the needs of the pupils that you plan to create additional places and/or improve facilities for. This could be general, or state specific needs depending upon the purpose of the project and the intake of the school.
Additional information about each project (column O)	Enter additional information about the aims of the project. This should include a short explanation of how this fits into the wider strategic plan. This might also include, for example, a brief explanation of which facilities the LA plans to improve.

Local authorities should create a link to their wider strategic plan. They can include refer to more detailed information about specific projects by linking to documents that they publish on their website. This might include a consultation document or further details about the project.

**Required information about consultation**

Local authorities are **required** to consult parents and carers about their plans and they should consult other groups. They need to do this before they receive their allocation and list the groups consulted. They can also publish the plan before they have consulted and re-publish afterwards making any changes if required.

Information needs to be set out in the consultation table that is below the project table on the input form.

Column B (Group)	Enter the type of group consulted and/or the group's name. For example, local parent group, VCS organisation or school.
Column D (date and method of discussion)	This should include whether and when meetings took place or if consultation took place via other means i.e. via email.
Column F (Topic(s) of discussion)	Include a summary of what the conversation was about.
Column N (Outcome including any changes as a result of the conversation)	Explain what points were agreed, what decisions or actions came out of the discussion, and what (if any) changes were, or will be made to plans.

#### Other information

Password: provision1

The purpose of the password is to unlock tabs or sheets that show how the spreadsheet works. You do not need to use the password to complete the spreadsheet.