

CIPFA Special Educational Needs Benchmarking Club 2017

Welcome

Welcome to the CIPFA Special Educational Needs exercise for 2017

Please complete this form and return it by 13th October 2017

If you have any queries contact Graham Kairis on 029 2062 7015 / graham.kairis@cipfa.org

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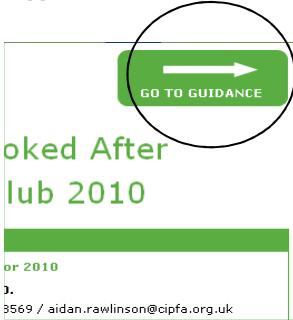
Club Timetable

- | | |
|--------------------------------------|-----------------------|
| • CIPFA: Questionnaire Released: | 11th September 2017 |
| • LA: Questionnaire Deadline: | 13th October 2017 |
| • CIPFA: Draft Reports Issued: | 17th November 2017 |
| • LA: Amendments Deadline: | 1st December 2017 |
| • CIPFA: Comparator Request Emailed: | 1st December 2017 |
| • LA: Comparator Request Deadline: | 8th December 2017 |
| • CIPFA: Final Reports Issued: | 15th December 2017 |
| • CIPFA: Additional Feedback Issued: | January 2018 |
| • Review Meetings / Steering Group: | Dates to be confirmed |

Example Questionnaire

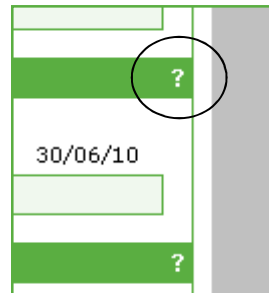
Key Questionnaire Features

Hyperlinks



Arrows are used to indicate a hyperlink to a different part of the questionnaire.

Help/Guidance links



A question mark is link to the guidance for the question. Here definitions, explanations and examples are given.

Drop down Lists

{ Select } Indicates a drop down list.

Birth	Age at 31/12/10	Male/Female
07/2007	3	Male
05/2002	8	Female
09/2005	5	{ Select }
	na	{ Select }
		{ Select }

Select the cell and then click the arrow that appears in the bottom right.

(Please note that you can simply overwrite these cells as normal.)

In many cases you can also double-click on the cell to show the list.

Example Questionnaire

INDEX

Sheet	Purpose
Welcome	Welcome / Timetable / Features
Overview	This sheet - an overview of the exercise
Guidance	Guidance Notes
Classifications	Classifications systems
A	Data Entry - Stand alone questions
B1	Data Entry - Pupils in independent schools with SEN statements including EHC Plans
B2	Data Entry - All other pupils with SEN statements
C	Data Entry - SEN Transport
Submit	Your details / Our details / Submission

AIM OF THE EXERCISE

This is the sixth year of the exercise. This exercise has three aims.

AIM 1: Produce cost comparisons for children with SEN in Independent and non-maintained special schools.

These comparisons are aimed at helping authorities check that the prices they are paying are in-line with what other authorities are paying. For these comparisons we ask for detailed information on the placements, including age and gender as well as type of need as these will have an impact on the price.

AIM 2: Produce an overview of what type of provision is being used for different needs.

This seeks to answer questions such as "what proportion of ASD pupils do other authorities educate in mainstream schools" or "is it unusual that the majority of our VI pupils are in Independent (non-maintained) special schools?" Not only will taking part answer the question, but where an authority is interested in looking at its approach to pupils with specific needs they can identify other authorities that are taking different approaches and contact them to see how well that approach has worked.

AIM 3: General Comparisons

The data to feed into aims 1 & 2 are collected in sheets B1 to B2. Sheet A asks some additional stand alone questions that members were keen to find out about each other. Sheet C focuses on the provision of SEN transport.

Guidance Sheet

Sheet A - Stand alone questions

Go to sheet A



2. Children with a statement of SEN or EHC plan

Please give the breakdown of children at 31/3/2017 based on the type of provision they were receiving. You are asked to split children between three columns depending on which authority issued the statement and which authority is educating the child.

3. Change in fees

Please give the average change in fees. Please feel free to estimate.
If there has been no change in fee levels then enter zero (as a number not text!).

6. Funding Provision Overview

This question aims to give an overview of maintained schools provision and the growth of academies.

Funding Definitions

Mainstream School Funding

The funding allocated to mainstream maintained schools should be the delegated funding from its Local Authority, and is calculated via the schools funding formula at the beginning of the financial year.

This is identified at Local Authority level and will be a combination of revenue and capital funding. It should not include any other income such as pupil premium, rent, donations, facilities usage, which is received during the year.

This required details for this return are for SEN allocations only. Therefore, CIPFA does not require the whole budget details just the SEN allocation for 2016/17 and the in-year SEN adjustments if available.

Please include SEN allocated by the Local Authority only.

If the year-end amounts are available which include the on-going in-year adjustments then that would be acceptable. Otherwise the amounts allocated at the beginning of the year by the Local Authority would suffice.

Special School Funding

The funding allocated to mainstream special schools should be the delegated funding from its Local Authority, and is the amount that is calculated via the schools funding formula.

This is identified at Local Authority level and will be a combination of revenue and capital funding. Maintained special schools are paid monthly top ups on actual pupils, which can vary.

It should not include any other income such as pupil premium, rent, donations, facilities usage, which is received during the year.

**School Size Definitions (based on pupil numbers)**

For the purposes of data collection and analysis Maintained Schools are bracketed into small, medium and large schools on the basis of pupil numbers.

Definitions:**Primary**

Small: Less than 75 pupils.

Medium: Between 75 pupils and 250 pupils.

Large: Over 250 pupils.

Secondary

Small: Less than 600 pupils.

Medium: Between 600 pupils and 900 pupils.

Large: Over 900 pupils.

Special

Small: Less than 50 pupils.

Medium: Between 50 pupils and 100 pupils.

Large: Over 100 pupils.

Text Questions

These questions use standard entry cells. Entry cells can display and print up to 1024 characters but longer responses will be saved into our database. Where possible please try to stay within this limit.

To add a line break press Alt+Enter when within the cell.

If you have entered text in a cell and wish to amend it, please click on the cell and press F2.

This will allow you to add/remove text without starting from scratch.

In general it is best to keep replies as short, and focus on what you think other authorities would find interesting/relevant.

Example Questionnaire



The aim of this sheet is to provide detailed cost and demographic data about placements in "Independent and non-maintained schools."

Please provide a list of pupils at 31/3/17 or other representative date.

Provide a single row of data for each pupil.

Provide full cost, not just the education or SEN element.

Reference: Optional - For your use only. We include this field in this question only to help you keep track of the data. We will not use it for any purpose.

School: Optional - For your use only. We include this field in this question only to help you keep track of the data. We will not use it, you may prefer to use a code/reference rather than the name.

Nights per week: The number of nights per week the pupil stays at the school.

Number of weeks: The type of placement.
This is preset with 38 and 52 in the drop down list, but you can overwrite with any number.

Date or Year of Birth & Age at 31/08/16:

We will use the age at 31/08/16 in our comparisons. You can complete this section in several different ways, we have done this to make this as easy as possible for members.

Method 1: If you can readily generate a list of child's age at 31/08/16 then please simply paste these into column H.

Method 2: You can paste a list of the years of birth of the children into column G. The formulae in column H will then calculate the ages automatically. If you wish you can then fix the values in column H and delete the data in column G.
N.B. Year of birth must be full 4 digits, 07 will not be recognised as 2007.

Method 3: You can paste a list of the dates of birth of the children into column G. The formulae in column H will then calculate the ages automatically. If you wish you can then fix the values in column H and delete the data in column G.

Please note the following points if using Method 3:

- 1) Excel is not as good as humans at recognising dates. Data such as 3-5-2005 are likely not to be recognised.
- 2) Column G is formatted as general format, this is because we also allow members to paste the year of birth into this column. Please feel free to format this column to your own specifications.

Male/Female: Please select whether the child is male or female

Please note:

- 1) To use the drop down lists, please select the cell. An arrow will appear in the bottom right hand side of the cell. Click on this arrow to activate the list.
- 2) You can also simply paste a list of values saying Male or Female if this is easier.

SEN Category: Please use these codes exactly, or paste from your records having previously updated the alternative classification code table:

SpLD
MLD
SLD
PMLD
SEMH
SLCN
ASD
VI
HI
MSI
PD
Other
Unknown

Annual Cost

Please give the annual equivalent cost of the placement in 2016/17, give value in pounds.
E.g. If the pupil was only in the placement for half the year, please give twice the actual cost.

Contributions

Split the annual cost depending how the placement is funded.

Validation checks - in blue

1) Unit Costs

Unit costs - the spreadsheet automatically calculates a cost per week based on cost you entered and the number of weeks entered in column F.

If you enter your own calculation of the cost per week of the placement in column N the sheet will indicate whether this matches in column O. A tick will show if the figures match, while a cross will show if the figures are significantly different.

2) Contribution Breakdown

Column S indicates whether the breakdown of the contribution matches the annual payment.



The aim of this sheet is to provide detailed demographic data about placements in all other types of SEN provision.

We only ask for a small amount of data for each child, but for some categories there will be large numbers of children. We would therefore expect authorities to organise their data in their own spreadsheets and then paste the data into this form.

Please provide a list of all other pupils at 31/3/17 or other representative date.

Provide a single row of data for each pupil.

The "Counters" are based on the SEN Category

Reference: Optional - For your use only. We include this field in this question only to help you keep track of the data. We will not use it for any purpose.

We prefer this not to be a name or any other clear identifier.

Date or Year of Birth & Age at 31/08/16:

We will use the age at 31/08/16 in our comparisons. You can complete this section in several different ways, we have done this to make this as easy as possible for members.

Method 1: If you can readily generate a list of child's age at 31/08/16 then please simply paste these into columns D/J/P/V.

Method 2: You can paste a list of the years of birth of the children into the previous column. The formulae will then calculate the ages automatically. If you wish you can then fix the ages and delete the years of birth.

N.B. Year of birth must be full 4 digits, 07 will not be recognised as 2007.

Method 3: You can paste a list of the dates of birth of the children into the previous column. The formulae will then calculate the ages automatically. If you wish you can then fix the ages and delete the dates of birth.

Please note the following points if using Method 3:

- 1) Excel is not as good as humans at recognising dates. Data such as 3-5-2005 are likely not to be recognised.
- 2) The year/date column is formatted in general format, this is because we also allow members to paste the year of birth into this column. Please feel free to reformat this column.

Male/Female: Please select whether the child is male or female

Please note:

- 1) To use the drop down lists, please select the cell. An arrow will appear in the bottom right hand side of the cell. Click on this arrow to activate the list.
- 2) You will probably find it easier to paste a list of values saying Male or Female.

SEN Category: Please use these codes exactly, or paste from your records having previously updated the alternative classification code table:

SpLD

MLD

SLD

PMLD

SEMH

SLCN

ASD

VI

HI

MSI

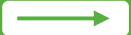
PD

Other

Unknown

Sheet C - SEN Transport

Go to sheet C



The aim of this sheet is to provide information on SEN Transport.

For Post 16: Please include the following:

- Top up funding - maintained providers (this includes schools with a sixth form)
- Top up funding - Academies and Free Schools (again this includes schools with a sixth form)
- Top up funding - independent providers
- Other Alternative Provision

Text Questions

These questions use standard entry cells. Entry cells can display and print up to 1024 characters but longer responses will be saved into our database. Where possible please try to stay within this limit.

To add a line break press Alt+Enter when within the cell.

If you have entered text in a cell and wish to amend it, please click on the cell and press F2.

This will allow you to add/remove text without starting from scratch.

In general it is best to keep replies as short, and focus on what you think other authorities would find interesting/relevant.

Classifications

CLASSIFICATIONS - TYPE OF NEED

In this questionnaire we use the following classification system as used by DfE and OFSTED

OPTIONAL ALTERNATIVE CODES

To help with completion of the questionnaire, the form enables the use of alternative codes for your choice. For example your records might use "PMED" rather than "PMLD". To use the alternative codes type them in the column on the right hand side and then you will be able to use them when in the other question tabs.

Please do not enter N/A, 0 or text other than the code that matches your own records. Please ensure that ".." remains in the cell unless you need to type an alternative classification code.

		Alternate Classification Code
A. Cognition and Learning Needs		
SpLD	Specific Learning Difficulty	..
MLD	Moderate Learning Difficulty	..
SLD	Severe Learning Difficulty	..
PMLD	Profound and Multiple Learning Difficulty	..
B. Social, Emotional and Mental Health Needs		
SEMH	Social, Emotional and Mental Health Difficulty	..
C. Communication and Interaction Needs		
SLCN	Speech, Language and Communication Needs	..
ASD	Autistic Spectrum Disorder	..
D. Sensory and/or Physical Needs		
VI	Visual Impairment	..
HI	Hearing Impairment	..
MSI	Multi-Sensory Impairment	..
PD	Physical Disability	..
Misc.		
Other	Only use this code if absolutely necessary	
Unknown	Only use this code if absolutely necessary	

CLASSIFICATIONS - TYPE OF SCHOOLS

The classifications have been re-worked to provide a simpler classification than last year.

For the purposes of this questionnaire we have used the following breakdown for the type of provision provided to children with statements of special educational need. Please examine it and check you are happy with this breakdown.

Please include academies and free schools in maintained mainstream schools.

Maintained mainstream schools

including mainstream academies, and 6th forms

SEN units in mainstream schools

including units in mainstream academies and resourced provision

Maintained special schools

including special academies, and 6th forms

Independent and non-maintained schools

Independent and non-maintained schools covers all such schools whether special or 'mainstream' with SEN unit or specialist provision. Please include post -16 colleges and non-maintained further education establishments.

Other

e.g. Independent schools where public purse only pays for a top-up element, hospital schools, Pupil Referral Units/short stay schools, children's homes etc.

Please contact us if the breakdown is unclear in anyway.

Example Questionnaire

A. Stand Alone Questions

1. Contextual Information

How many authorities border your authority?

..

Do you run your own database, or is it linked in to the schools?

Please Select

Which system do you use for database?

..

Do you review/update Needs Category? Please provide details below, including how often

..

2. Total number of SEN children and young people with Education, Health and Care (EHC) Plans or Statements

[Go To Guidance](#)

As at 31/3/2017

This table asks for details of:

- 1) Children and young people that your authority has issued EHC plans or statements to.
- 2) Children and young people with EHC plans or statements issued by other authorities that are being educated in your schools.

3) Please include academies and free schools in maintained mainstream schools.

The aim is to provide an overview of all the children and young people with EHC Plans or SEN Statements that your authority is involved with. The table will also be useful as a check against the main analysis to check that the number of children and young people (approximately) matches up.

SEN pupils with EHC Plan or Statement issued/funded by:	Own LA		Other LA
	Own LA	Other LA	Own LA

Pupils in:

Nursery (2-3yrs)

Maintained special schools

SEN units in mainstream schools

Maintained mainstream schools

Independent and non-maintained schools

Post 16 Specialist provider

Further Education Establishments

Other

Total:

..
..
..
..
..
..
..
..
0	0	0	0

3. Change in fees

[Go To Guidance](#)

Average increase in fees for Independent and non-maintained schools placements from 2016/17 to 2017/18 (best estimate). Please enter as a positive for an increase or as a negative if fees were negotiated down.

Enter zero if there was no change.

Change in fees for Day schools

Change in fees for Residential schools

Average change in fees

%

..

..

..

Are you part of a group to negotiate fees? If yes, please provide details of the group.

..

4. Quality Assurance

How does your authority quality assure the provision of placements?

..

5. SEN children and young people without EHC Plans or Statements

What extra provisions you have made during the year for SEN children or young people without EHC plans or Statements e.g. Hospital Placements. Please provide any other examples you may have in the spaces below.

	Number	£'000
Hospital Placements
Example 1 (please overwrite)
Example 2 (please overwrite)
Example 3 (please overwrite)

Please use the below space to provide any reasoning used in providing the above provisions.

..

Example Questionnaire

6. Funding Provision Overview

Maintained Schools Go To Guidance

SCHOOLS (including Academies and Free schools) 2015/16

a) Number of schools

Primary

Size of School (by number of pupils)

Small	Medium	Large	Total
<i>less than 75</i>	<i>75 - 250</i>	<i>Over 250</i>	
..	0
..	0
0	0	0	0

Number of Maintained Mainstream Schools

Number of Academies

Total

Secondary

Size of School (by number of pupils)

Small	Medium	Large	Total
<i>less than 600</i>	<i>600 - 900</i>	<i>Over 900</i>	
..	0
..	0
0	0	0	0

Number of Maintained Mainstream Schools

Number of Academies

Total

b) Number of pupils - in January Census

Number of pupils

Total Pupils

% of pupils with EHC Plans
or SEN Statements

% of pupils with SEN without EHC
Plans or Statements

	Nursery	Primary	Secondary	Post 16		Total
				Schools	FE Colleges	
..	0
..
..

Number of additional funded resource
provision in mainstream schools

Primary	Secondary	Post 16	Total
0	0	0	0

How many independent providers do you place with?

Day

Residential

Number

..
..

c) DSG Funding Allocated to Mainstream Schools, 2015/16

Schools Block (excluding high needs block)

High Needs block

* includes Academies

£'000s

..
..

SPECIAL SCHOOLS 2015/16

d) Number of schools

Size of School (by number of pupils)

Small	Medium	Large	Total
<i>less than 50</i>	<i>50 - 100</i>	<i>Over 100</i>	
..	0
..	0
0	0	0	0

Number of Maintained Special Schools

Number of Academies

Total

e) Number of pupils - in January Census

Total Pupils

..

7. Funding threshold

Go To Guidance

How many students are above the £6k funding threshold?

- Maintained Schools
- Post 16

..
..

How much of the statement specification are schools expected to fund from existing resources before additional funding is given? Please specify either in number of hours and/or £'s.

..

Any other comments.

..

8. Ceasing Plans

Go To Guidance

What measures have you taken to cease plans of individuals who are no longer in active education.

..

9. Personal Budgets

Go To Guidance

If you have a website with information about your personal budget schemes, please provide the link.

..

What experiences do you have of personal budgets?

..

How do you quality assure how the money is spent?

..

How many cases of personal budgets do you have for:

- Education
- Health
- Social Care

..
..
..

10. Double Funding

[Go To Guidance](#)

What have you done to minimise or avoid double funding?

..

11. Maintained Schools - Capacity

[Go To Guidance](#)

Do you have any plans to increase capacity in your maintained schools?

Yes / No

Please Select

If Yes, provide detail e.g. Number of planned expansions or number of new buildings planned etc.

..

12. Academies

[Go To Guidance](#)

Please give details of your experience / challenges with academies in regard to admissions and exclusions policies

..

Please give details of any other experience / challenges with academies.

..

13. Transfer of Statements to EHC Plans

[Go To Guidance](#)

Have you seen an increase in number of pupils transfer into authority with more complex needs? Where is the main source of these transfers (eg. abroad)?

..

What proportion of statements have been converted to EHC plans?

%

..

Number of plans or statements ceased in calendar year.

number

..

Tribunals

number

% won

- Change of plan

..

..

- Independent Placements

..

..

How is the SEN Reform Grant being used?

..

C. SEN Transport

1. How is your Service delivered?

{ Select }

Please do not include parent routes information, this is collected in section 6.

	Number of Pupils		Number of routes		Annual 2016/17 Cost £'k	Number of Schools
	Start of the school year	End of the school year	Start of the school year	End of the school year		
2. All Schools (including both in/out of authority placements), (including maintained, independent, academies and free schools) - include early years						
<i>Minicabs – Single Occupancy (Saloon)</i>
<i>Minicabs – Multiple Occupancy Vehicles (MPV)</i>
Total Minicabs
Of which:						
<i>Minicabs – Single Occupancy (Saloon) with escorts</i>
<i>Minicabs – Multiple Occupancy Vehicles (MPV) with escorts</i>
Total Minicabs – with escorts
<i>Accessible Minicabs – Single Occupancy (Saloon)</i>
<i>Accessible Minicabs – Multiple Occupancy Vehicles (MPV)</i>
Total Accessible Minicabs
Of which:						
<i>Accessible Minicabs – Single Occupancy (Saloon) with escorts</i>
<i>Accessible Minicabs – Multiple Occupancy Vehicles (MPV) with escorts</i>
Total Accessible Minicabs – with escorts
<i>Standard Minibuses – 8-16 seats</i>
<i>Accessible Minibuses – 8-16 seats</i>
Total Minibuses – 8-16 Seats
Other (inc. ambulances, trains, airfare, etc.)

	Number of Pupils		Number of routes		Annual 2016/17 Cost £'k	Number of Schools
	Start of the school year	End of the school year	Start of the school year	End of the school year		
3. Post 16						
<i>Minicabs – Single Occupancy (Saloon)</i>
<i>Minicabs – Multiple Occupancy Vehicles (MPV)</i>
Total Minicabs
Of which:						
<i>Minicabs – Single Occupancy (Saloon) with escorts</i>
<i>Minicabs – Multiple Occupancy Vehicles (MPV) with escorts</i>
Total Minicabs – with escorts
<i>Accessible Minicabs – Single Occupancy (Saloon)</i>
<i>Accessible Minicabs – Multiple Occupancy Vehicles (MPV)</i>
Total Accessible Minicabs
Of which:						
<i>Minicabs – Single Occupancy (Saloon) with escorts</i>
<i>Minicabs – Multiple Occupancy Vehicles (MPV) with escorts</i>
Total Minicabs – with escorts
<i>Standard Minibuses – 8-16 seats</i>
<i>Accessible Minibuses – 8-16 seats</i>
Total Minibuses – with 8-16 seats
Other (inc. ambulances, trains, airfare, etc.)
4. Route Planning						
<u>Do you use route planning software?</u>						Yes / No { Select }
<u>If you do route planning software, please the software you use.</u>						(please overwrite)

5. The following questions ask number of drivers, vehicles and escorts, which are used by your authority, at present time.

Please include both employed and procured services.

Number of Drivers

Number of Vehicles

Number of Escorts

Do you have a guidelines for the maximum length of time in vehicle?

If yes, please give your maximum time (minutes):

- Primary

- Secondary

6. Personal Budgets (Transport/Travel Allowance)

Number of Personal Budgets offered?

Number of Personal Budgets taken up?

What is the spend of providing the personal budgets?

Cost £'k

7. Parental Mileage

Number of pupils which parents are claiming mileage payment?

Total cost for mileage payments in 2016/17 (£'k)?

What is your average payment per mile? (£.p)

Please describe different mileage rates used by your authority.

..

8. Independent Travel Training (ITT)

Number of pupils in 2016/17 that:	<u>started the training</u>	<input type="text" value=".."/>
	<u>completed the training</u>	<input type="text" value=".."/>
	<u>did not complete the training</u>	<input type="text" value=".."/>
Number of travel trainers		<input type="text" value=".."/>
Average cost for travel training per pupil trained?		<input type="text" value=".."/>
Estimate the cost saving for travel training in 2016/17?		<input type="text" value=".."/>
What does Health contribute towards training or training escorts?	<input type="text" value=".."/>	

8. Contractors, at present time

Number of contractors able to tender for SEN work in your existing framework/contract	<input type="text" value=".."/>
What is your contract length?	<input type="text" value="{ Select }"/>
What are your tendering approaches?	<input type="text" value="{ Select }"/>
Do you have route optimisation/mini tender competitions?	<input type="text" value="{ Select }"/>
If yes how often?	<input type="text" value="{ Select }"/>
Number of contractors in use at the 31st March.	<input type="text" value=".."/>

Example Questionnaire

9. Transport

[Go To Guidance](#)

What challenges do you face in managing transport costs?

..

What changes are you planning to your Post 16 SEN Travel Assistance Policy?

..

If you recently changed your practices resulting in reduced costs, please describe.

..

What type of transport is offered? – i.e. door to door services, use of pick up points etc.

..

Example Questionnaire