



# How to edit pupil numbers

## How to edit pupil numbers in SBS Budgets

To edit pupil numbers, first go **Planning > Pupil Numbers** on the left menu. On the next screen, you will be able to overtype your pupil numbers as necessary.

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Primary (including High Needs places)						
Nursery	0	0	0	0	0	0
Reception	61	0	54	57	57	57
Reception Uplift	0	0	0	0	0	0
Year 1	62	61	62	54	57	57
Year 2	45	62	61	62	54	57
Year 3	64	45	62	61	62	54
Year 4	63	64	45	62	61	62
Year 5	71	63	64	45	62	61
Year 6	68	71	63	64	45	62
Secondary (including High Needs places)						

Whilst it is fine to accurately split up each year group, the total **must** add up to the total on your GAG statement. So, as an example, if we were populating the figures for 22/23 for a primary school, the above figure of 366 should match exactly what is in the **pupils** column next to **Basic entitlement (AWPU)** for **Primary**.

If you so choose, you could just put the 366 figure in year 6, as the system only looks to see if the students are primary, key stage 3 or key stage 4. For secondary schools, you could put all of your key stage 3 students from your Basic entitlement (AWPU) in year 7 as a bulk figure, and your key stage 4 students in year 11 (as shown below)

Secondary (including High Needs places)		
Year 7	250	250
Year 8	0	0
Year 9	0	0
Year 10	0	0
Year 11	300	300
6th Form (including High Needs places)		

For your MFG to be calculated correctly, the previous financial years pupil numbers **must** match the pupil numbers that were on the previous financial years GAG funding statement.

We would highly recommend setting the next financial years student numbers to reflect your October census, as this is what next years GAG funding figures will be based on.

After this, we would recommend using any information you have to make the pupil numbers as accurate as possible, as this will have a knock-on effect on the figures generated by the funding predictor.

Click the green tick in the top right corner to save your changes.

**Please note, changes to pupil numbers are budget specific. If you have more than one working budget, you will need to repeat this process for each budget.**