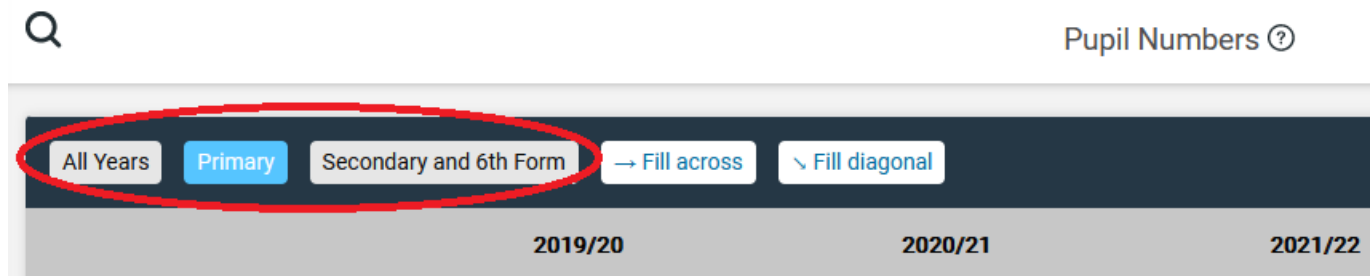




How to add pupil numbers in SBS Budgets

How to add pupil numbers in SBS Budgets

To add pupil numbers, first go **Planning > Pupil Numbers** on the left menu.



Search icon: Q

Pupil Numbers ?

Buttons: All Years (circled in red), Primary, Secondary and 6th Form, → Fill across, ↘ Fill diagonal

Years: 2019/20, 2020/21, 2021/22

The first thing you will need to do is select the school type, as circled in red above, this will remove any unnecessary cells when populating your pupil numbers, as well as the funding predictor.

	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
Total	434	366	411	405	398	410

The next thing to do is to fill out the pupil numbers, as shown above.

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.