

Item 11

Recommendations of the High Needs Block Working Group

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Brief Summary

On 3 October 2023, the High Needs Block Working Group considered a number of reports, including:

- **Schools Budget Outturn Report 2022/23**
- **School Balances and Clawback 2022/23**
- **High Needs Block Budget Monitoring 2023/24**
- **High Needs Block Funding Arrangements 2024/25**
- **High Needs Block Indicative Commissioned Place Number 2024/25**
- **MASH Educational Annual Report**
- **Lancashire Hospital Educational Service Annual Report**

A summary of the information presented, and the Working Group's recommendations are provided in this report.

Recommendations

The Forum is asked to:

- a) Note the report from the High Needs Block Working Group held on 3 October 2023;
- b) Ratify the Working Group's recommendations.

Detail

On 3 October 2023, the High Block Working Group considered a number of reports. A summary of the information presented, and the Working Group's recommendations are provided below:

1. Schools Budget Outturn Report 2022/23

This report provides information on the Schools Budget outturn position for 2022/23

The Overall Schools Budget outturn position for 2022/23 shows an underspend of circa £1.3m.



Further details are provided below in connection with each funding block.

Central Schools Services Block (CSSB)

CSSB 2022/23			
	Budget (£)	Actual (£)	Variance (£)
CSSB			
ESG Retained Duties (transferred to DSG)	2,591,000	2,591,000	0
Overheads	850,800	851,000	0
Copyright Licence	1,016,000	1,016,063	-63
School Forum	188,000	188,000	0
Pupil Access (Admissions)	1,400,000	1,400,000	0
Rates Rebates	-75,000	78,539	-153,539
PFI - Sixth Form	867,840	977,422	-109,582
Total Grant	-6,838,640	-6,838,441	199
Total Variance	0	263,583	263,383

Rates Rebates

The rates rebate budget estimated a £75k level of income from rateable value challenges throughout the year, but there was actually a net expenditure of around £78k against this budget line, giving a total variance of just over £153k. Expenditure relates to a contribution to the LCC Estates team to facilitate the school rateable value challenges and the payment of rates rebates to schools in accordance with the Forum policy.

As we are at the end of the current ratings cycle, there are reduced opportunities for rateable value appeals, but over the lifetime of the current schools forum policy, the arrangements have generated significantly more income than has been paid out.

PFI - Sixth Form

This budget line ended the year over £110k overspent. This was due to ongoing expenditure on the former Thomas Whitham Sixth Form PFI site, mainly attributable to utilities costs, that must continue whilst the sites are converted to use by other schools.

Other CSSB budget lines ended the year on or near the agreed budget level.



Schools Block

Schools Block 2022/23			
	Budget (£)	Actual (£)	Variance (£)
Maintained Schools	683,528,360	657,127,685	26,400,494
Academy Recoupment	193,069,885	220,973,729	-27,903,844
Total Expenditure	876,598,245	878,101,594	-1,503,350
Total Grant	-878,278,380	-878,278,380	0
Total Variance	-1,680,135	-176,786	-1,503,350

Maintained Schools/Academy Recoupment

The total Schools Block expenditure on maintained schools for 2022/23 overspent by circa £1.5m which is mainly due to the removal of the PFI funding. This funding has been reallocated in 2024/25. Academy recoupment increasing by circa £27.9m during the year, as schools converted to academies which is largely balanced out by the underspend of £26.4m in the maintained sector.

High Needs Block

High Needs Block			
	Budget (£)	Actual (£)	Variance (£)
Maintained Schools			
Mainstream Schools	15,499,953	22,764,192	7,264,238
Special Schools	69,311,571	76,737,451	7,425,881
Alternative Provision	10,438,784	12,756,191	2,317,407
Further Education - Post 16	11,000,000	9,857,055	-1,142,945
Commissioned Services	36,423,254	43,609,769	7,186,515
Exclusions	-400,000	-1,182,348	-782,348
High Needs Growth	17,142,970	0	17,142,970
Total Grant	-159,416,532	-164,542,310	5,125,778
TOTAL VARIANCE	0	643,154	643,153

The outturn position for the 2022/23 High Needs Block (HNB) revealed a circa £643,000 overspent. Further information is provided below:

Maintained Schools

Actual costs on all elements of maintained schools HNB expenditure, including mainstream schools, special schools and PRUs were above the budgeted figure.



Please note, £6.2m of the overspend relates to the Additional High Needs Supplementary Grant, which is reflected in the total grant figure. The most significant variance related to mainstream schools and represented a circa 50% growth in funding compared to the budget. Special Schools grew by over 10% and Alternative Provision by 20%.

Further Education - Post 16

The Further Education - Post 16 budget had a reduction of £1.1m or circa 10%.

Commissioned Services

The commissioned services expenditure ended the year with an overspend of over £6.8m. As per established practice, a more detailed breakdown of the HNB expenditure against the agreed budget lines is provided at Annex A. Of particular interest to the Forum on the commissioned services breakdown will be the £9.6m overspend on the Out-county budget. This overspend figure is a c£6m increase in expenditure compared to 2021/22. As members will be aware, strategies are being deployed to enhance maintained provision within the county, through the AP Strategy, SEN Units and increased special school capacity, but this will take time to feed through into the budget position.

Exclusions

The original 2022/23 budget estimated that £0.4m income would be generated for High Needs Block establishments as funding followed pupils who were excluded from mainstream schools during the year. The actual income was circa £1.1m, created a variance of just under £0.7m

High Needs Growth

When the 2022/23 Schools Budget was being set, provision was made for HNB growth, which was forecast at circa £17m for the year. This provision was utilised in year to offset the increased expenditure of circa £10m across HNB school budget lines. It should be noted that the level of in year HNB growth has been running at very roughly circa 10% of HNB budget for a number of years.

The year end deficit of £750k on the High Needs Block signifies the need for caution on High Needs funding levels and expenditure going forward. The levels of DSG increases are expected to reduce in future years, early indications are 3% in 2024/25 with future expenditure forecasted at 8%, which are likely to again place considerable pressure on high needs funding and reserves.

DSG grant

The DSG grant for the HNB in 2022/23, was circa £4.4m under budget, mainly due to the £6.2m Additional High Needs Supplementary Grant. A further £1.8m overspend relates to the Hameldon PFI allocation which was removed from the Schools Block and expected to be transferred to High Needs Block. Following confirmation from the ESFA, the funding will be reallocated in 2023/24 to the CSSB.



High Needs Funding Block Monitoring at Year End 2022 23 can be found in Appendix A.

Early Years Block (EYB)

Early Years Block			
	Budget (£)	Actual (£)	Variance (£)
Maintained Schools			
2YO	1,525,946	2,048,437	522,491
3 4 YO	20,541,451	19,142,146	-1,399,305
PVI			
2YO	7,016,599	8,617,177	1,600,578
3 4 YO	50,769,678	50,339,806	-429,872
Early Years DAF	363,200	240,000	-123,200
Early Years PPG	937,727	938,897	1,170
Commissioned Services			
SEND Inclusion Fund	500,000	1,005,885	505,885
Total Grant	-80,654,601	-83,008,399	-2,353,798
TOTAL VARIANCE	1,000,000	-676,051	-1,676,051

The Early Years Block outturn position for 2022/23 indicates a circa £1.6m underspend which means there would have been an underspend without the circa £1m transfer from reserves.

Further information is provided below:

Maintained Sector

Early Years Block expenditure relating to maintained providers overspent on 2 year olds but a significant underspend on 3&4 year old provision creating a £870k underspend overall.

PVI Providers

The PVI outturn position also revealed a similar pattern, however, an overspend on 2 year old provision and a slight underspend on 3&4 year old provision creating an overspend of circa £1.1m.

Disability Access Fund

This budget line was circa £123k below budget.

Early Years Pupil Premium

This budget line ended the year on or near the agreed budget level.



Commissioned Services

Commissioned Services in the Early Years Block relates to the Inclusion Fund and expenditure was circa £500k over budget.

Due to the full year effect of the changes introduced part way through 2021/22 has resulted in the inclusion fund expenditure exceeding the budget level.

DSG Grant

The actual grant income for the year was some £2.3m above the original budget, as early years take up was above the level forecast in the original 2022/23 budget. It should be noted that the LA are notified of the forecasted Early Years DSG in December 2021, however, final Early Years DSG was confirmed in July 2022.

Total Variance

The Early Years Block outturn position for 2022/23 indicates a circa £1.6m underspend which means there would have been an underspend without the circa £1m transfer from reserves.

The Working Group:

- a) **Noted the updated report.**

2. School Balances and Clawback

School Balances Outturn 2022/23

This report sets out the year end position of schools' delegated budgets at 31 March 2023.

The overall school balances have decreased from c£95m to c£73m, an overall reduction of £22m.

The tables below show analysis of school balances by phase at the end of the financial year 2022/23.

2022/23 School Balances - In-Year Movement of Balances by Phase

Phase	Balance Brought Forward as at 1 April 2022	In-year Increase / (Decrease) 22/23	Balance Carried Forward as at 31 March 23
	£m	£m	£m
Nursery	0.797	-(0.445)	0.352
Primary	53.537	-(13.314)	40.042
Secondary	27.372	-(3.353)	24.019
Special	10.049	-(2.633)	7.416
Short Stay	1.727	-(0.395)	1.332
Total	93.304	-(20.141)	73.162



As can be seen, all phases showed an overall decrease in their aggregate balance.

Increased levels of core funding were provided by the Government in 2022/23, with Lancashire's gross Dedicated Schools Grant (DSG) allocation some £54m higher than that received in 2022/23. This was partly due to increased funding nationally made available by Government.

In addition to the core Dedicated Schools Grant (DSG) funding allocations to schools, considerable additional funding was allocated during 2022/23 in the form of Government grants. For Lancashire maintained schools, grant allocations in the year totalled over £57m, £19m of this was the Mainstream Schools Supplementary Grant.

A number of the other grants were specifically to assist schools continue to respond to the challenges of supporting pupils catch up on learning. Some of these grants were allocated by the DfE on an academic year basis and will need to be spent by the end of the current school year, which may have had some impact on the level of balances held at 31 March 2023.

It should be noted that the aggregate school balances figure at 31 March 2023 includes a number of adjustments related to school academisations during the year. This included academisation of 14 primary schools, 3 secondary schools and a closure of one special school.

2022/23 School Balances –In-Year Movement Count of Schools by Phase

Phase	Count of deficit in year	Count of surplus in year
Nursery	16	6
Primary	323	119
Secondary	25	17
Special	20	8
Short Stay	4	4
Total	388	156

To Summarise, 388 schools operated an in year deficit in 2022/23, which equates to 71%, with 156 schools (29%) operating an in year surplus. In comparison, in 2022/23, 52% of schools operated an in year deficit.

2022/23 School Balances – Number of Schools in Surplus/Deficit by Phase

Phase	Count of deficit close balance	Count of surplus close balance
Nursery	8	16
Primary	29	413
Secondary	1	41
Special	3	25
Short Stay	1	7



Total	42	502
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A total of 42 schools ended the 2022/23 financial year in deficit. The number of schools in deficit at 31 March 2023 has increased from 21 schools in deficit a year earlier.

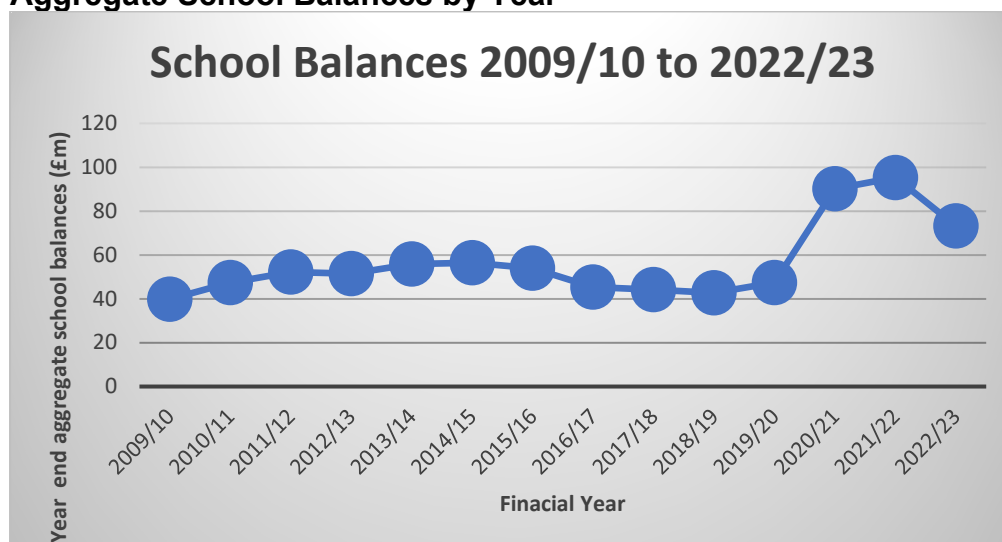
The nursery sector remains the most concerning phase highlighted through this table, with 8 out of 24 schools ending the financial year in deficit, representing 33% of schools in the sector.

A comparison showing the total number of schools in deficit across recent years is provided below:

Year End	Number of schools in deficit
31 March 2023	42
31 March 2022	21
31 March 2021	30
31 March 2020	41
31 March 2019	39
31 March 2018	47
31 March 2017	40

As noted in the table, the number of schools in deficit is significantly higher for 2022/23 than in recent years.

Aggregate School Balances by Year



The graph demonstrates the trend in aggregate school balances over a number of years and shows that following the increase in the balances held by schools at March 2022, school balances have significantly decreased at March 2023. Analysis provided by schools about their year end position at 31 March 2023 indicates that circa £15m of total balances are classed as 'committed'.



Support for Schools in Deficit

The county council, in consultation with the Lancashire Schools Forum, has continued to provide significant targeted support and enhanced monitoring and early warning to support schools that are in, or may be heading towards, financial difficulty. This includes monitoring the financial outlook of schools on the Schools in Financial Difficulty (SIFD) category warning system for maintained schools, issuing early warning letters to offer a 'heads-up' that financial pressures may be mounting and using the agreed SIFD procedures to provide additional support to some schools.

42 schools ended the 2022/23 financial year in deficit, compared to 21 schools a year earlier.

Individual School Balances 2022/23

Attached at **Annex A** are details about the movement in balances at an individual school level in 2022/23. As previously requested by the Forum, in addition to the year-end balance by school, information is included in this annex setting out:

- Balance as a % of CFR income.
- Balance per pupil.

School Balances and Clawback Policy 2022/23

Whilst clawback had been suspended on year end balances at March 2020, 2021 and 2022. In July 2022, the Forum voted to reintroduce clawback at March 2023 and increase the minimum balance thresholds, policy is as follows:

- 12% of Consistent Financial Reporting (CFR) income for all phases of maintained school
- A £75,000 minimum balance threshold will be applied.

The Forum are now asked to consider the school balances and clawback policy to be applied at 31 March 2024.

When considering the policy to be applied at March 2023, it was agreed that the clawback of excess balances would be reintroduced due to the consistently high balances.

Although the 2022/23 outturn positions have decreased by £22m since 2022/23, balances have remained significantly high. In financial terms, school balances still contain significant funding for covid catch up grants that were allocated by the DfE on an academic year basis. As referred to above, the Analysis of Balances return from maintained schools about their year end position at 31 March 2023 indicates that circa £15m of total balances are classed as 'committed'. This was across over 300 schools.

Whilst the level of committed balances has reduced from 2022/23, when the figure was £36m, it is still well above pre-pandemic levels, with the 2019/20 figure equating to only £6.8m.

In addition, members will be aware that there are significant and increasing costs pressure facing schools, with UK inflation jumping to 9% in the 12 months to April 2022, the highest level for 40 years, and expected to rise further.



A number of schools balances and clawback options are available to the Forum for 2024/25, which include:

- a) Apply the clawback policy in 2024/25, as per previous arrangements set out below, or with amended rates:
 - A clawback rate of 50% is to be applied to any balance above guideline in the first year a school exceeds the guideline (after adjusting for exemptions)
 - A clawback rate of 100% is to be applied to any balance in excess of guideline where the guideline has been breached for two or more consecutive years (after adjusting for exemptions)

(Note: As clawback was reintroduced in 2022/23, schools would be subject to the 100% clawback rate in 2024/25).

- b) Suspend the application of clawback at March 2024 due to the continued uncertainties around school funding and inflationary pressures;
- c) Other suggestions that members may have e.g., Raising the threshold percentage from the current 12% or increasing the threshold.

*Please Note, in July 2023, the Schools Forum voted to Implement the Clawback policy at March 2024

Clawback Outturn

In July 2022, the Schools Forum voted to implement the Clawback policy to excess balances at 31st March 2023. In line with the policy, circa £739,00 is due to be clawbacked from 18 schools. The final figure does not include two late exemption requests which are currently being considered by the Schools Forum Chair. Therefore, the final clawback figure may increase if these exemptions are accepted. Clawback will be processed in the Autumn Term and schools will receive communication via the Schools Portal.

The Local Authority propose to use the clawback funds to assist schools in Financial Difficulty and seek views from the working group.

The proposal is to support schools who currently have a Budget Recovery Three Year Plan, who are showing good financial practice within the plan and working with the authority, to submit a bid to the Schools Forum for funds for approval. The county council only submits a request to the Forum for a bid for one off support when there is confidence that any agreed funding will assist the school to return to a sustainable surplus position.

In line with the current SIFD policies, the proposal is to provide one off financial support to schools who otherwise would not be able to recover from a deficit position. As a general guide, the authority proposes to follow the Schools Improvement Challenge Board guide; that whilst individual circumstances will always need to be taken carefully into account, maximum allocations from the Schools in Financial Difficulty fund in response to an application from an individual school should generally not exceed 33% of the relevant deficit, but many may be lower. Following the authorities existing



processes, Recovery Plans would be monitored termly, the proposal would stipulate those schools actively working with the authority and within their recovery plan would be eligible towards the end of the financial year to submit a bid to Schools Forum for funding.

A total of 42 Lancashire schools ended the 2022/23 Financial Year in a deficit. Currently, 19 schools are forecasting a deficit at March 2024 which totals circa £2m. An additional 13 schools are forecasting a minor surplus of below £1000. In the 2023/24 Financial Year, there is currently 14 schools working towards a Budget Recovery Plan school.

Schools Budget Reserves 2022/23

		£
<u>1</u>	<u>DSG Reserve</u>	
	Opening Balance	-24,488,731
	22/23 underspend	-1,322,624
	Closing Balance	-25,811,355
<u>2</u>	<u>Schools in Financial Difficulty Reserve</u>	
	Opening Balance	-3,891,016
	Academy School Balances	509,324
	Underspend 22/23	947,392
	Balancing adj	-66,335
	Closing Balance	-5,281,397
<u>3</u>	<u>De-delegated Reserves</u>	
	Opening Balance	-918,327
	Year End reserves movement 22/23	-95,209
	Closing Balance	-1,013,536
<u>4</u>	<u>Supply Teacher Reserve</u>	
	Opening Balance	-2,259,812
	Reserves Movement 22/23	-1,221,846
	Reimbursement of funds to 21/22 members	759,812
	Closing Balance	-2,721,846
<u>5</u>	<u>Schools Balances</u>	
	Opening Balance	-95,313,697
	Revenue surplus in year	-6,966,705
	Forced academy closing balance	-605,419
	Revenue deficits in year	-27,626,436
	Closing Balance	-74,048,547
<u>6</u>	<u>Total All Reserves</u>	
	Open Balance	-126,871,582
	Net In Year Movement	-17,994,903



	Closing Balance	-108,876,680
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Further information about the year end reserves are provided below:

1. DSG Reserve

The overall Schools Budget for 2022/23, excluding individual school balances, was an underspend of £1.3m. Details of this figure are provided in the Schools Budget Outturn report 2022/23. This underspend has been added to the DSG Reserve as at 31 March 2023.

The outturn position for the DSG Reserve is therefore a balance of £25.811m.

This is the highest level of DSG Reserve held since the year ending March 2015.

2. Schools in Financial Difficulty Reserve

In order to maximise the funding available in the Schools in Financial Difficulty (SIFD) Reserve, a number of adjustments have been made to the reserve in 2022/23.

This includes unallocated schools income, which has been placed in the reserve at year end. This is money received and held in the county councils schools' income account, until it is identified and transferred to the appropriate school. Ongoing work continues to trace and allocate this income correctly, so the figures will reduce as income is identified and allocated.

As members will be aware, convertor academies take a surplus or deficit balance with them to their academy trust, whereas the balance at forced academies remains with the LA. Where balances have accrued due to academy conversions, these have been transferred to the SIFD reserve.

Including the above and underspends, the reserve has increased by £1.3m in year. The level of expenditure is expected to increase in 2023/24 due to due to significant inflation causing increased cost pressures.

These in year movements leave the final year end position on the reserve at circa £5.2m.

3. De-Delegation Reserve

The de-delegation reserve ended the year with a surplus of circa £1.3m.

Members will recall that for the Inclusion Hubs de-delegation the LA includes adjustments relating to inclusion hub funding that has been delegated to banker schools at the start of the year. So that individual school balances at certain banker schools were not artificially high, which would impact on school year end balances reporting and national benchmarking, this funding was held by the LA for year end accounting purposes and then redistributed to the relevant banker schools in the new financial year.

4. School Teaching and Support Staff Supply Reimbursement Scheme



The staff reimbursement scheme ended the year with an underspend of circa £1.2m, leaving an outturn position of circa £2.7m.

The overall in year position includes a surplus on the teacher scheme of just under £1.3m, which was offset by a circa £0.6m deficit on the support staff scheme.

The Forum has previously agreed that any year end balance above £1.5m should be redistributed to scheme members. The working group may wish to consider if £1.5m remains an appropriate maximum level for the reserve. Whatever level is agreed, the Forum are asked to support the redistribution of the scheme reserve above that level back to scheme members.

Taking account of the deficit on the support staff element of the scheme, it is proposed that the 'excess' scheme reserve should be redistributed on the basis of the contribution levels to the teaching staff scheme only.

For 2024/25, members will need to consider a rise in the premiums charged for the support staff scheme, but it may be possible to hold the premiums on the teaching element of the scheme to 2023/24 levels. Further reports will be presented to the Forum in due course.

5. School Reserves

As set out earlier in the report, school balances decreased to just over £73m at the end of 2022/23, when school closure/academisation adjustments are taken into account. a decrease of nearly £22m.

The Working Group:

- b) Noted the updated report.**
- c) Recommended that the Schools Forum approve the proposal to use the Clawback 2022/23 funds to support school in Financial Difficulty through Bids to the Schools Forum**
- d) Recommended that the Schools Forum approve the proposed Supply scheme reimbursement based on members of the teachers scheme in 2022/23. Supported the reimbursements calculated on the basis of the NOR which was used to calculate the charges.**

This is a formal Schools Forum decision and members will be asked to formally approve at the 17 October 2023 meeting.

3. High Needs Block Budget Monitoring

Due to the cost and demand led pressures on the High Needs Block budget, arrangements were introduced from 2018/19 to provide the Forum with termly budget HNB monitoring.

Summer term 2023/24 data is now available, and the monitoring and analysis was provided to the working group.



The HNB budget is currently forecasting a circa £2.5m overspend at 31 March 2024.

The monitoring is an estimate of the full year forecast, based on expenditure that has occurred in the 2023 summer term.

There remains significant ongoing financial pressure facing this block despite the current monitoring position, as the demand and costs continue to rise.

It is anticipated that the final outturn position will come in significantly higher than the current forecast based on historic trends.

The Working Group:

- a) **Noted the report**

4. High Needs Block Funding Arrangements

Please note due to the recent DfE announcements, this report has not been included and a revised report will be presented during the Schools Forum meeting. Item X for reference.

The Working Group:

- b) **Noted the report**

5. High Needs Block Indicative Commissioned Place number 2024/25

In recent years, the Working Group supported some changes to the system for PRUs but agreed to leave the special schools process unaltered, as set out below:

PRU Process 2024/25

It was agreed that correspondence on indicative place numbers for 2024/25 to PRUs should not be issued in July 2023, but is instead circulated in autumn term 2023, by which time it is hoped that indicative data will include input from the service to refine the commissioned places to figures that will be more closely aligned to the final budget places and can take account of the latest recommendations from the AP strategy group.

Special School Process 2024/25

It was agreed that correspondence on indicative place numbers for 2024/25 to Special Schools should not be issued in July 2023, but is instead circulated in autumn term 2023. May 2023 census data has been used to produce the indicative commissioned places for 2024/25 academic year. Experience suggested that these indicative numbers should be closely aligned to likely places that will be included in the final budgets for the sector, however further input is required from the service to align indicative places to current demand.

In addition, the additional place top up funding arrangements for pre 16 will continue to operate in 2024/25, where the actual number of pupils at each redetermination is greater than the number of places commission on the budget forecast, so a continued safety mechanism remains built into the system.



A copy of the indicative commissioned place number for each special school for 2024/25, based purely on the calculation methodology, was provided at the working group. A total of 3,063 places are included in the indicative commissioning process at July 2023.

The Inclusion Service have been working on agreeing the commissioned PRU/Alternative Provision places and will provide an update. A copy of the indicative place number for each PRU was provided at the working group.

The Working Group:

- a) **Noted the report**

Since the High Needs Block Meeting, letters to all Special and PRUS outlining indicative places based on the below;

PRU's – Place numbers have been calculated using the historic commissioned places methodology and is calculated on the average of the previous 3 PRU census points.

Special Schools - Place numbers have been calculated initially using the number of places included in the summer term 2023 redetermination and has been revised following discussions with colleagues within the inclusion service.

The Letter encourages schools to contact the inclusion service to discuss commissioned place numbers no later than 8th November 2023.

6. Multi-Agency Safeguarding Hub (MASH) Annual Report

The Forum will be aware that the funding for the Multi-Agency safeguarding Hub (MASH) was transferred to the HNB in 2022/23, as the DfE were reducing the historic commitments costs included in the Central school Services Block (CSSB). For 2023/24, £150k was included in the HNB budget, and a similar allocation will be included in initial budget proposals for 2024/25.

The service has now provided their annual report for 2023 and this is provided at Appendix A.

The Working Group:

- a) **Noted the report**
- b) **Supported the annual funding from the High Needs Block in 2024/25**

7. Lancashire Hospital Education Service: Annual Report, Academic Year 2022/23

Members will be aware that the Lancashire Hospital Education Service (LHES) is a centrally managed service that is funded from the DSG High Need Block. In Financial Year 2022/23 the service was allocated £1.3m.



The aim of the service is to provide access to high quality education that is appropriate to the child's needs and to support them to return to school or college as soon as they are well enough to do so.

The service is delivered in a number of settings:

- ELCAS: located on Burnley Hospital site:
- The Cove: located in Heysham.
- Hospital Classrooms at Royal Preston and Lancaster General Hospitals
- Home Teaching.

Each setting completes an annual report- and a summary is produced by Audrey Swann, Head of Virtual School for CLA and previously CLA and Hospital Education Service.

A copy of the summary is provided at Appendix A.

The Working Group:

- a) **Noted the report**

