

Charging Process for Chapel House Centre Outreach – Managed by Becton School

1. Appropriate dates are established with Becton School's Senior Leadership Team to notify us of pupils who are registered at the Chapel House Centre during the previous or current term. Currently details are supplied to the SEND Commissioning Team in a spreadsheet which contains pupil names, their UPN references, dates of birth, duration of a pupil's stay (their start date and leaving date if applicable) the AWPU amount, and a formula to calculate a daily proportional cost from the AWPU.
2. As costs are calculated on a daily basis for charging mainstream settings the SEND Commissioning Team input into the spreadsheet the number of days each pupil has accessed Becton's provision for the previous / latest term deducting school holidays that fall within that term. *There will be pupils on the list who will remain in provision for consecutive terms.*
3. **Exceptions** i.e. where we do not / or may not charge for a pupil's costs at Chapel House Centre is provided below, however SLT staff at Becton will endeavour to filter these pupils out and remove their details from pupil lists sent through.
 - I. pupil who is listed as CME by Becton School is not charged for (Education Otherwise on Capita One)
 - II. pupil registered at a private or independent school is not charged for (as they don't receive AWPU from EFA)

In addition it may be required to check

 - III. a pupil registered to a school in another local authority area as SCC Senior Management may have allowed special dispensation for a pupil to be supported at Chapel House from a school not located within Sheffield LEA. Therefore if this is the case we would not recharge the school.
4. Once checks are conducted in the Capita One system of all mainstream schools pupils are registered at and their UPN reference numbers are confirmed as being correct, the spreadsheet can be considered as being complete and ready to be sent to the Business Support Team
5. The Business Support Team will generate invoices to be sent out to the pupils' schools. The invoice description will read Hospital Education Outreach Placement and pupils UPN references are to be supplied for the school's identification of pupils being charged for

