

**SPECIAL SCHOOLS (extract from DE Circular 2006/17)**

***Unit Totals and Principal Groups for Special Schools***

5.1 Subject to paragraph 6, a special school shall be assigned to a Principal Group in accordance with the following table by reference to its modified total unit score calculated in accordance with paragraphs 5.2 to 5.5:

<b>Modified Total Unit Score</b>	<b>Principal Group</b>
Up to 2,200	2
2,201 to 3,500	3
3,501 to 5,000	4
5,001 to 7,500	5
7,501 to 11,000	6
11,001 to 17,000	7
17,001 and over	8

5.2 The employing authority shall calculate the proportion of staff to pupils at the school expressed as a percentage (“the staff:pupil ratio”) in accordance with the following formula:

$$\frac{A}{B} \times 100$$

where A is the number of teachers and non-teaching staff weighted as provided in paragraph 5.2.1, and B is the number of pupils at the school weighted as provided in paragraph 5.2.2.

5.2.1 The weighting for a teacher is two units for each full-time equivalent teacher, and the weighting for each non-teaching staff member is one unit for each full-time equivalent individual.

5.2.2 The weighting for a full-time pupil is one unit and the weighting for a part-time pupil is half a unit.

- 5.3 The employing authority shall calculate the staff:pupil ratio modifier in accordance with the following table by reference to the staff:pupil ratio determined in accordance with paragraph 5.2:

<b>Staff:pupil ratio modifier</b>	<b>Staff:pupil ratio</b>
1 - 20%	1
21 - 35%	2
36 - 50%	3
51 - 65%	4
66 - 80%	5
81% or more	6

- 5.4 The employing authority shall determine the school's total unit score in accordance with the number of pupils on the school register calculated as follows:

<b>Key Stage</b>	<b>Units per pupil</b>
For each pre-key stage one pupil	10
For each pupil at key stage one or two	10
For each pupil at key stage three	12
For each pupil at key stage four	14
For each pupil at key stage five	16

- 5.5 The employing authority shall determine the school's modified total unit score by multiplying the school's total unit score determined under paragraph 5.4 by the staff:pupil ratio modifier calculated under paragraph 5.3.
- 5.6 In paragraph 5 "non-teaching staff member" means a member of the school staff who is not:
- (i) a teacher;
  - (ii) a person employed in connection with the provision of meals;
  - (iii) a person employed in connection with the security or maintenance of the school premises; or
  - (iv) a person employed in a residential school to supervise and care for pupils out of school hours.