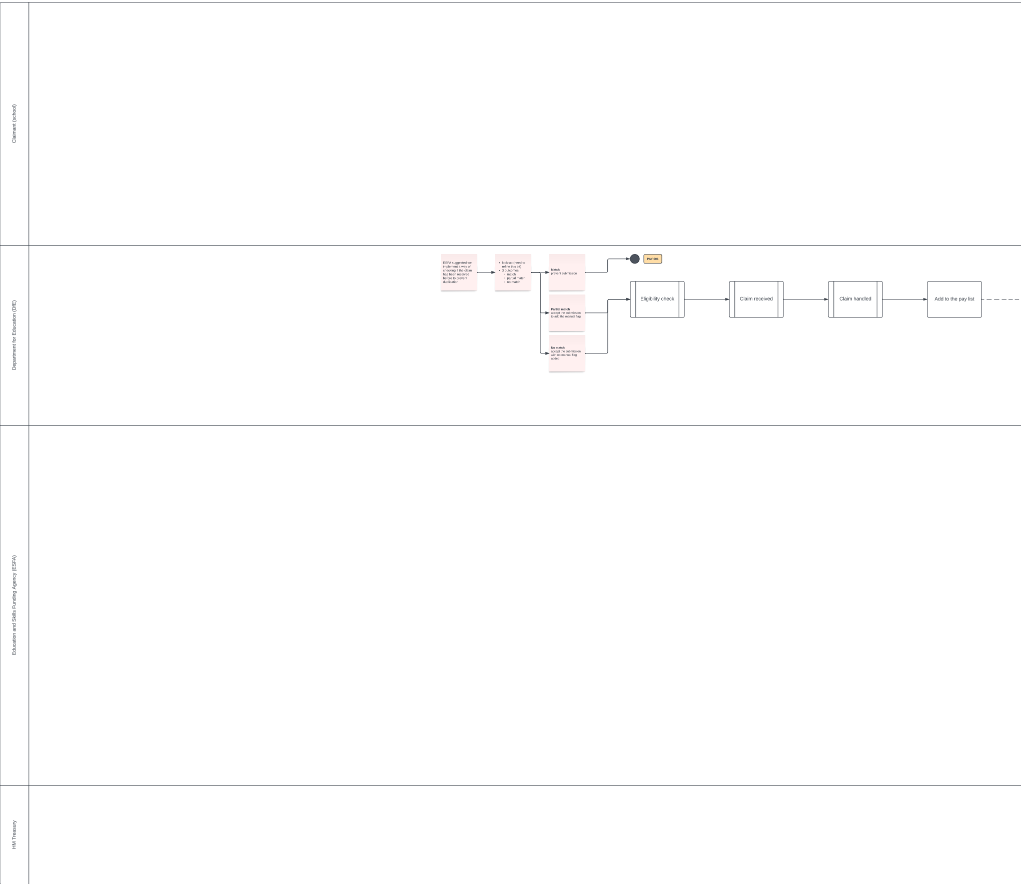
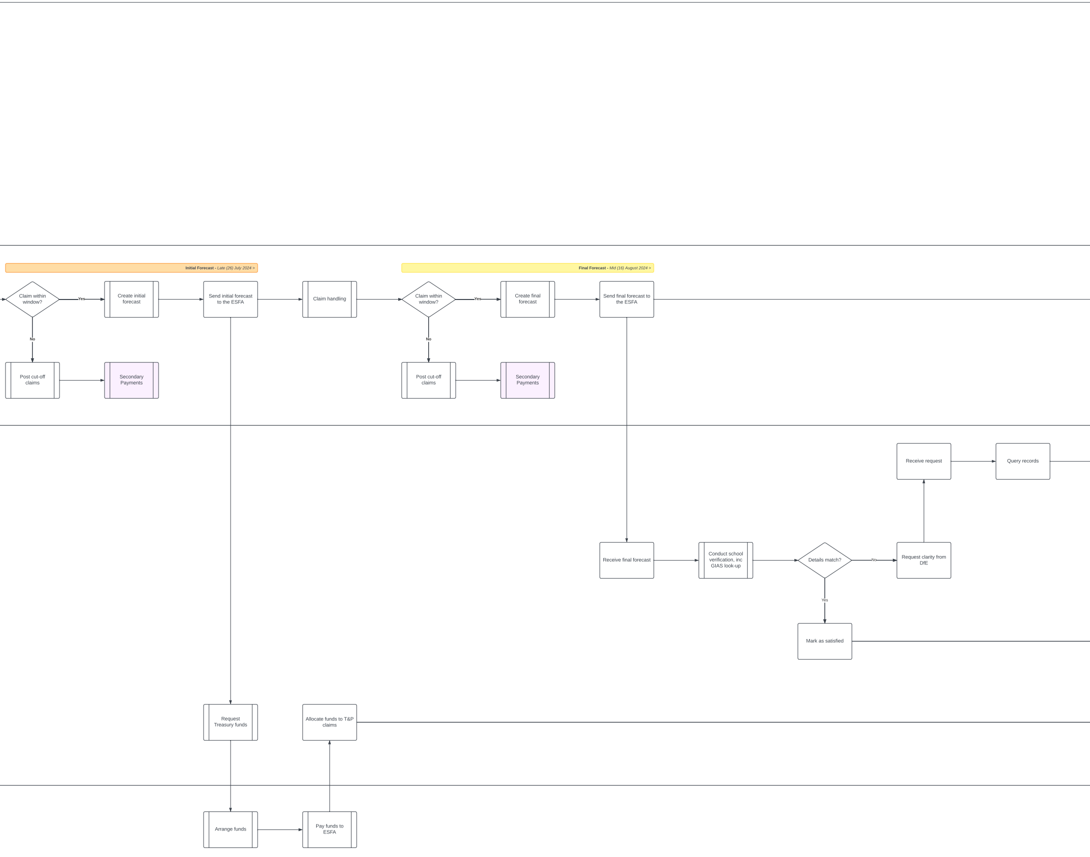
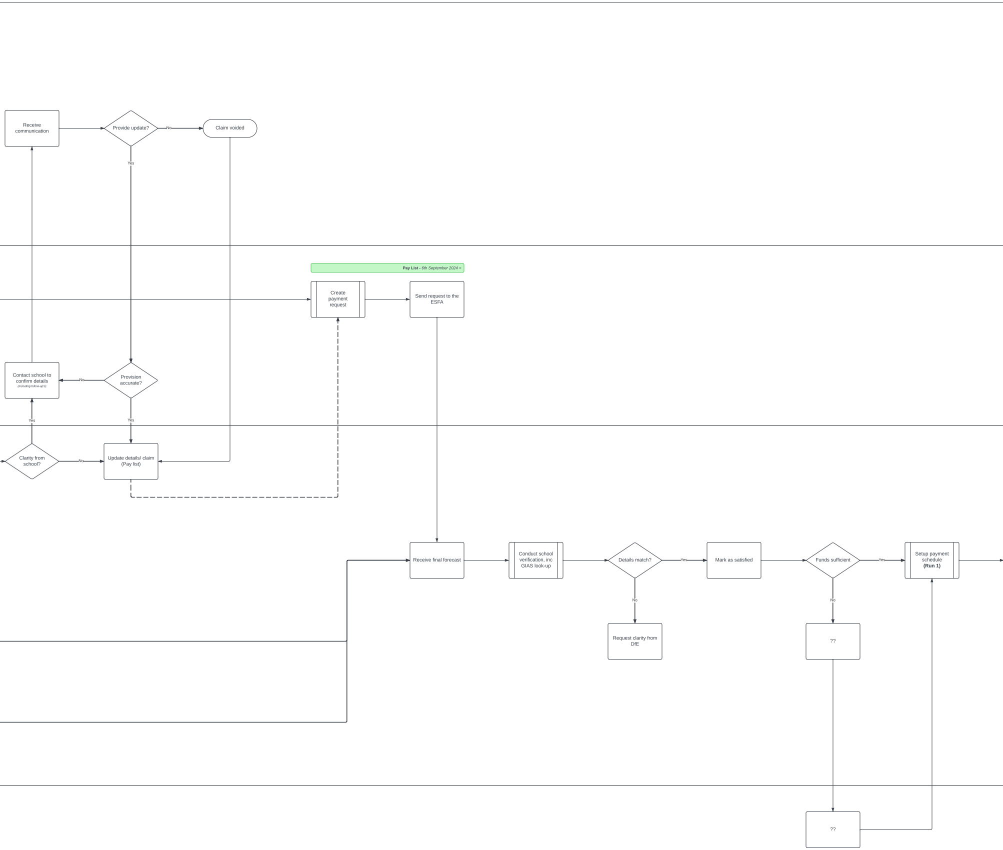
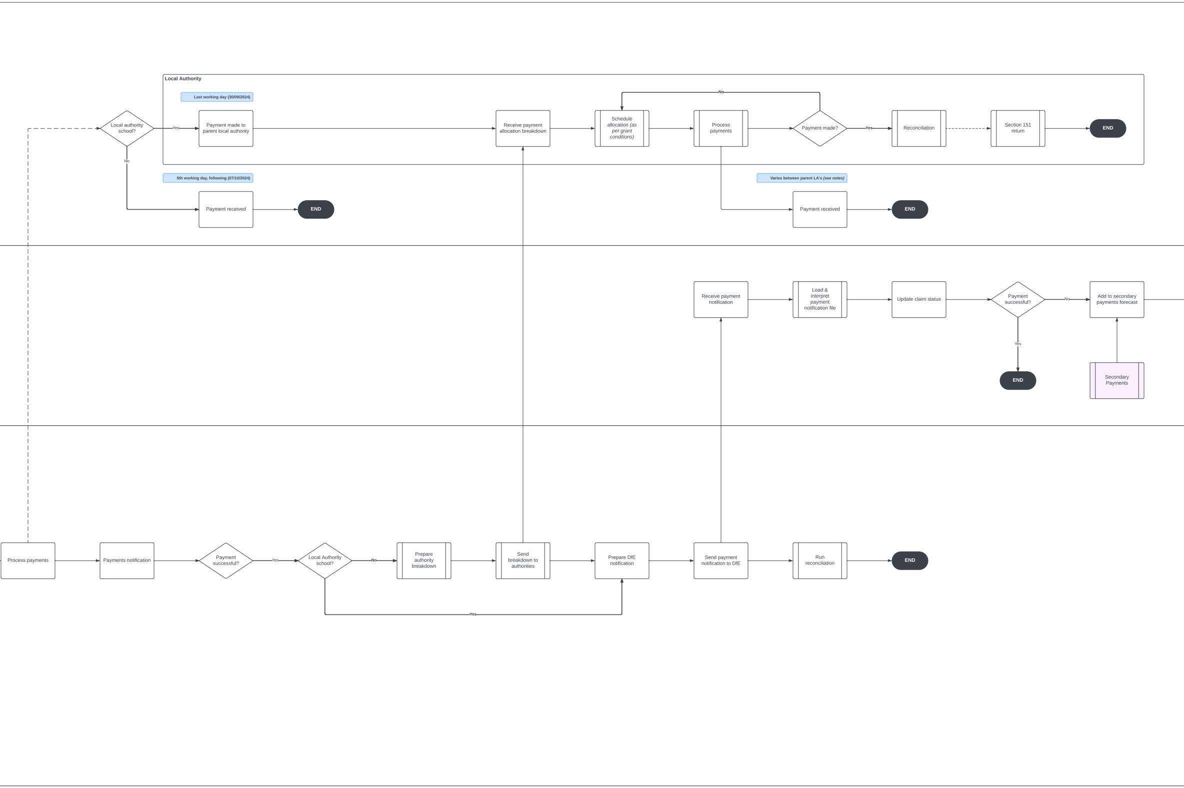
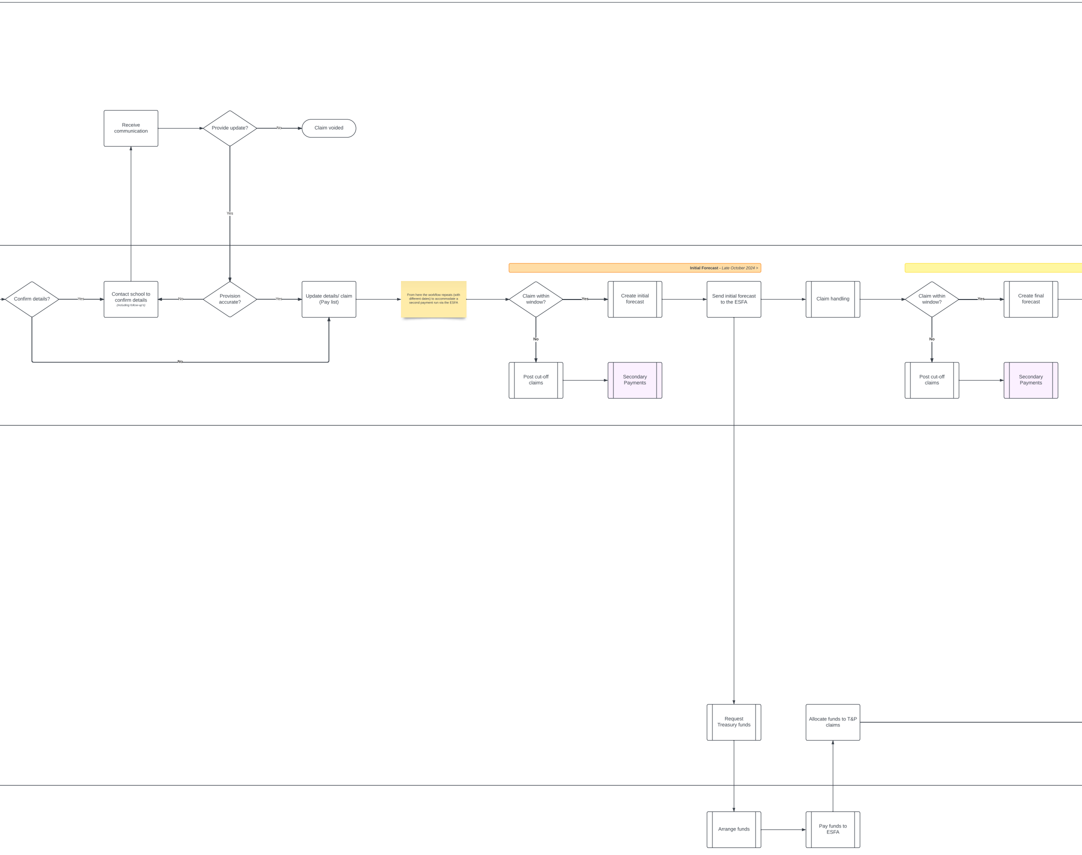
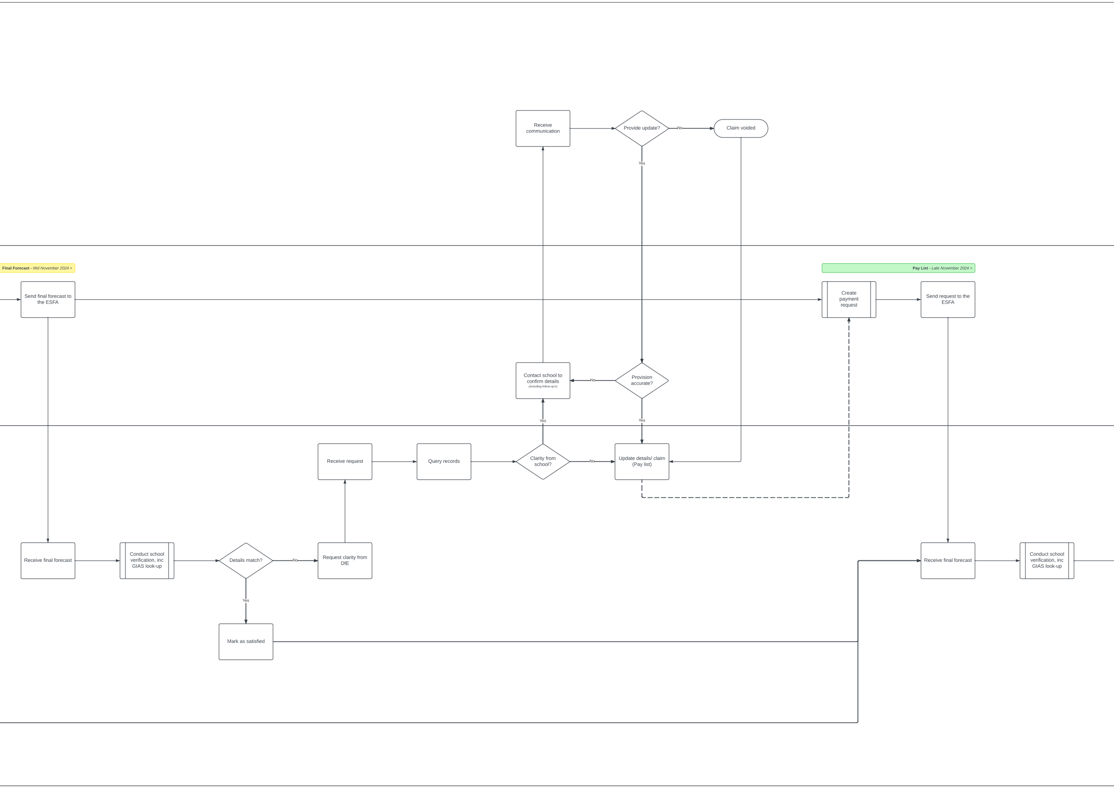

Claimant (school)
Department for Education (DfE)
Education and Skills Funding Agency (ESFA)
HM Treasury
ESFA suggested we implement a way of checking if the claim has been received before to prevent duplication
• look-up (need to refine this bit)
• 3 outcomes
◦ match
◦ partial match
◦ no match
Match
prevent submission
PAY:001
Partial match
accept the submission to add the manual flag
No match
accept the submission with no manual flag added
Eligibility check
Claim received
Claim handled
Add to the pay list

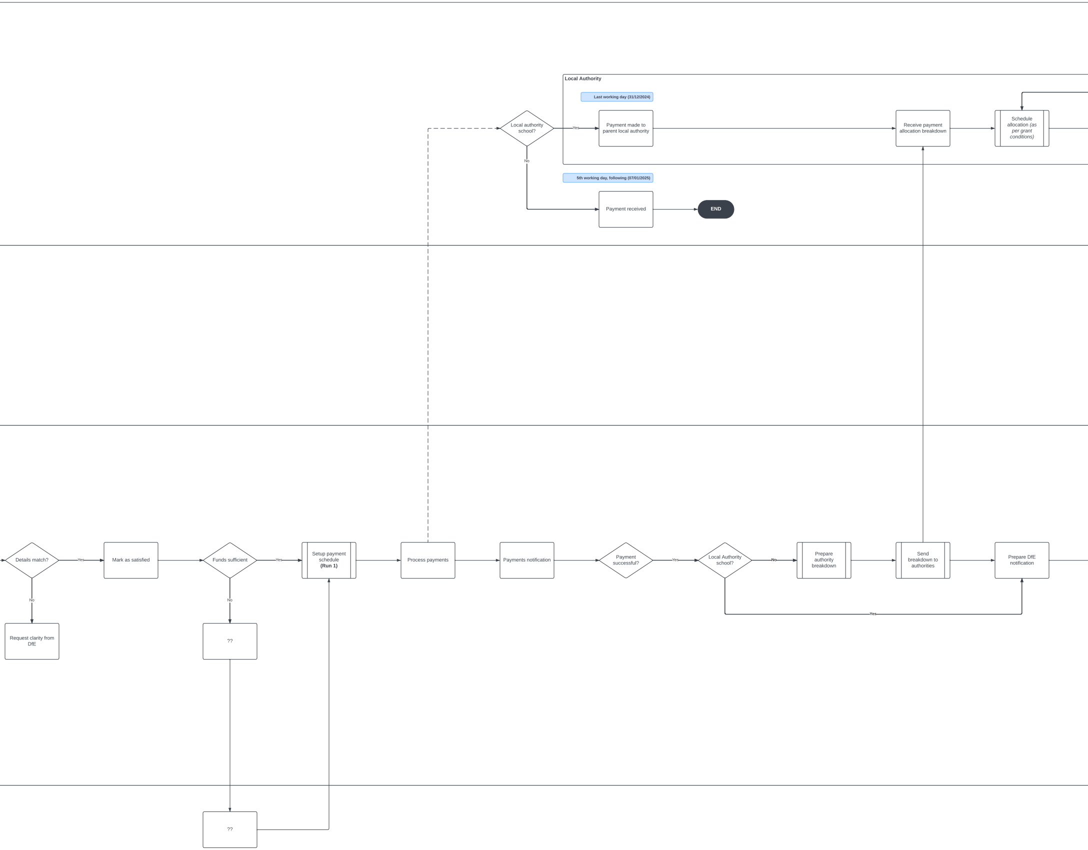

Initial Forecast - *Late (26) July 2024 >*
Final Forecast - *Mid (16) August 2024 >*
Claim within window?
Yes
No
Create initial forecast
Send initial forecast to the ESFA
Claim handling
Claim within window?
Yes
No
Create final forecast
Send final forecast to the ESFA
Post cut-off claims
Secondary Payments
Post cut-off claims
Secondary Payments
Receive request
Query records
Receive final forecast
Conduct school verification, inc GIAS look-up
Details match?
No
Request clarity from DfE
Yes
Mark as satisfied
Request Treasury funds
Allocate funds to T&P claims
Arrange funds
Pay funds to ESFA

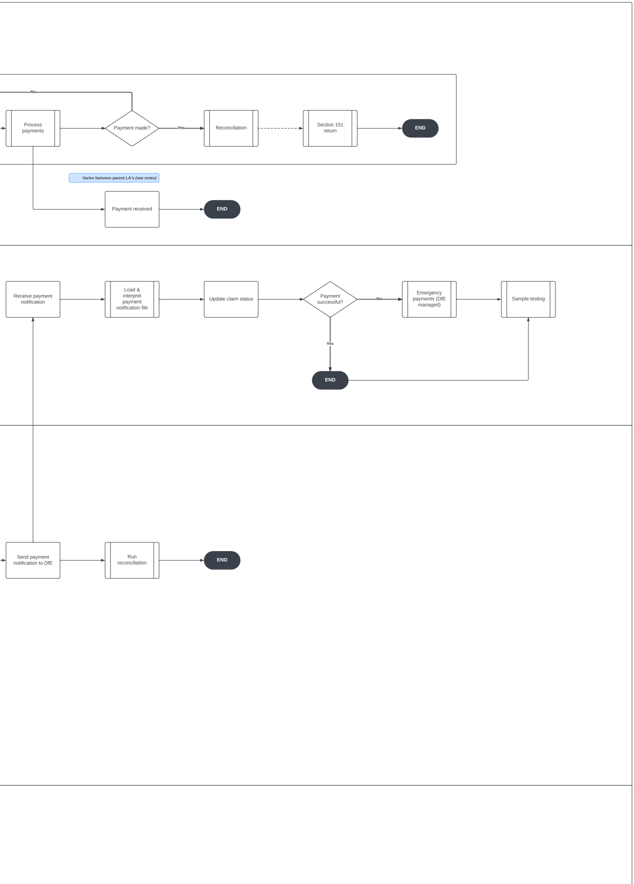

Receive communication
Provide update?
No
Claim voided
Yes
Pay List - 6th September 2024 >
Create payment request
Send request to the ESFA
Contact school to confirm details
(including follow-up's)
No
Provision accurate?
Yes
Yes
Clarity from school?
No
Update details/ claim (Pay list)
Receive final forecast
Conduct school verification, inc GIAS look-up
Details match?
Yes
Mark as satisfied
Funds sufficient
Yes
Setup payment schedule
(Run 1)
No
Request clarity from DfE
No
??
??


Local Authority
Last working day (30/09/2024)
Local authority school?
Yes
Payment made to parent local authority
Receive payment allocation breakdown
Schedule allocation (as per grant conditions)
Process payments
No
Payment made?
Yes
Reconciliation
Section 151 return
END
No
5th working day, following (07/10/2024)
Payment received
END
Varies between parent LA's (see notes)
Payment received
END
Receive payment notification
Load & interpret payment notification file
Update claim status
Payment successful?
No
Add to secondary payments forecast
Yes
END
Secondary Payments
Process payments
Payments notification
Payment successful?
Yes
Local Authority school?
No
Prepare authority breakdown
Send breakdown to authorities
Prepare DfE notification
Send payment notification to DfE
Run reconciliation
END
Yes


Receive communication
Provide update?
No
Claim voided
Yes
Confirm details?
Yes
Contact school to confirm details
(including follow-up's)
No
Provision accurate?
Yes
Update details/ claim (Pay list)
No
From here the workflow repeats (with different dates) to accommodate a second payment run via the ESFA
Initial Forecast - *Late October 2024 >*
Claim within window?
Yes
No
Create initial forecast
Post cut-off claims
Secondary Payments
Send initial forecast to the ESFA
Claim handling
Claim within window?
Yes
No
Create final forecast
Post cut-off claims
Secondary Payments
Request Treasury funds
Allocate funds to T&P claims
Arrange funds
Pay funds to ESFA


Receive communication
Provide update?
No
Claim voided
Yes
Final Forecast - Mid November 2024 >
Send final forecast to the ESFA
Pay List - Late November 2024 >
Create payment request
Send request to the ESFA
Contact school to confirm details
(including follow-up's)
No
Provision accurate?
Yes
Yes
Receive request
Query records
Clarity from school?
No
Update details/ claim (Pay list)
Receive final forecast
Conduct school verification, inc GIAS look-up
Details match?
No
Request clarity from DfE
Yes
Mark as satisfied
Receive final forecast
Conduct school verification, inc GIAS look-up


Local Authority
Last working day (31/12/2024)
Local authority school?
Yes
Payment made to parent local authority
Receive payment allocation breakdown
Schedule allocation *(as per grant conditions)*
No
5th working day, following (07/01/2025)
Payment received
END
Details match?
Yes
Mark as satisfied
Funds sufficient
Yes
Setup payment schedule **(Run 1)**
Process payments
Payments notification
Payment successful?
Yes
Local Authority school?
No
Prepare authority breakdown
Send breakdown to authorities
Prepare DfE notification
No
Request clarity from DfE
No
??
Yes
??



Varies between parent LA's *(see notes)*

No
Process payments
Payment made?
Yes
Reconciliation
Section 151 return
END
Payment received
END
Receive payment notification
Load & interpret payment notification file
Update claim status
Payment successful?
No
Emergency payments (DfE managed)
Sample testing
Yes
END
Send payment notification to DfE
Run reconciliation
END