

Schools**BPS**

User Manual

Version 8.2

SEN allowances



Orovia Software

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Updating SEN allowances in 2015-16 onwards

SEN allowances are recorded on the Job role tab of a staff employee.

In September 2014 – the range was between £2043 and £4034.

In September 2015 - the range is between £2064 and £4075.

In future years the values may change.

Staff Details

Personal Job Role - Qualified Teacher Honorary Summary

Name: SEN Test [Generate salary statement](#) | [Salary Guideline Notes](#)

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate
01/09/2014	32.5	1	0	Qualified Teachers-6	Manual	

Applies From: 01/09/2014
Hours: 32.50
FTE: 1.00000000
Recruitment Retention: 0.000
Salary Protection: 0.000
Other Allowances (Cash):
Overtime (Actual Amount):
TLR Rate:
TLR 3:
SEN Amount: 4034.000

Pay Scale: Qualified Teachers
Points: 6

Update Auto Entry

Add Update Clear

Add Employee

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In the example above – the teacher had reached the top of the grade in Sept 2014 and the maximum SEN amount had been paid.

To update the SEN amount in Sept 2015 – a new timeline would need to be added – see below – with the updated SEN amount input manually.

Staff Details

Personal | Job Role - Qualified Teacher | Honorary | Summary

Name: SEN Test [Generate salary statement](#) | Salary Guideline Notes

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate
01/09/2014	32.5	1	0	Qualified Teachers-6	Manual	
01/09/2015	32.5	1	0	Qualified Teachers-6	Manual	

Applies From: 01/09/2015
 Hours: 32.50
 FTE: 1.00000000
 Recruitment Retention: 0.000
 Salary Protection: 0.000
 Other Allowances (Cash):
 Overtime (Actual Amount):
 TLR Rate:
 TLR 3:
 SEN Amount: 4075.000

Pay Scale: Qualified Teachers [6] Points
 Update Auto Entry
 Add Update Clear

Add Employee
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For staff who are not at the top of the pay range – see below – open **all** forthcoming timelines and manually adjust the SEN amount.

Staff Details

Personal | Job Role - Qualified Teacher (UPR) | Honorary | Summary

Name: SEN Test 2 [Generate salary statement](#) | Salary Guideline Notes

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate
01/09/2014	32.5	1	0	Upper Pay Range-1	Manual	
01/01/2015	32.5	1	0	Upper Pay Range-1	Manual	
01/09/2015	32.5	1	0	Upper Pay Range-2	Auto	
01/09/2017	32.5	1	0	Upper Pay Range-3	Auto	

Applies From: 01/09/2015
 Hours: 32.50
 FTE: 1.00000000
 Recruitment Retention: 0.000
 Salary Protection: 0.000
 Other Allowances (Cash):
 Overtime (Actual Amount):
 TLR Rate:
 TLR 3:
 SEN Amount: 4075
 (SEN amount should be between 2064 and 4076)

Pay Scale: Upper Pay Range [2] Points
 Update Auto Entry
 Add Update Clear

Add Employee
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