



## SCAP 2025: Net capacity assessment (NCA) forms and DfE funding agreement forms

06 Jan 2025

### Schools

All maintained primary and secondary schools should check their NCA forms, which will be emailed to you by Friday 31 January 2025, along with a copy of the school floor plans and guidance notes.

Schools should return the updated form to [northl@ealing.gov.uk](mailto:northl@ealing.gov.uk) by **Friday, 28 March 2025**.

### Academies

Academies and academy free schools are not subject to net capacity assessment so must instead email a copy of their latest DfE funding agreement, that gives the breakdown of pupil places by nursery, primary, secondary and sixth form aged pupil places available at the school, to [schoolsdatateam@ealing.gov.uk](mailto:schoolsdatateam@ealing.gov.uk) by Friday, 28 March 2025.

These documents are required to complete the DfE's annual school capacity (SCAP) return. This determines the level of basic need funding the DfE will award schools.

It is therefore very important that correct information is contained within each school document.

### Making changes to the net capacity form

You will be able to make changes directly to the form regarding room descriptions and room usage. All the changes you make should be listed in the email that accompanies your updated NCA form.

If, on checking your form and plans you agree that they are correct, then just send an email confirming the data is correct.

### Important sections to check

- check all the information on the front page of your NCA form, including but not limited to planned admission number, bulge classes and the number of bulge years are correctly reported
- check that the room usage is still correct, this can be checked against your drawing
- we must be notified of any structural changes to the building.

For definitions and explanatory information **please see download below**.

### Assistance

If you are new to this process and/or need any assistance, please contact me on [northl@ealing.gov.uk](mailto:northl@ealing.gov.uk).



[NCA appendices primary and secondary school definitions.pdf \(pdf\)](#)

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### Contacts

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