**Early Years SEN Inclusion Fund (SENIF)**

The Early Years Inclusion Fund is provided to support early years settings to include children with special educational needs and/or disability (SEND). The money is for use in the setting that the child attends and will be given to the provider to be used to support the needs of individual children with SEND.

**Eligibility**

* All two-year olds and three & four-year olds identified with a level of SEND
* Attending an early years setting in the London Borough of Hammersmith & Fulham that provides government funded places
* Presenting with additional needs in the moderate to profound delay range

**Who is not eligible to access the SEN Inclusion Fund**

* Four-year olds in maintained, academy, free school or primary school in reception classes.
* A child that is a Hammersmith & Fulham resident attending an out of borough provision.
* A child that is attending specialist provision.
* A child that has an Education, Health & Care Plan (EHCP).
* A child that is age appropriate in their development or presenting with a mild delay
* A child in receipt of contingency funding

**How funding will be allocated**

In 2021/22 there is approximately £500,000 available for settings. The SEN inclusion fund will be administered via the same termly payments which govern funding for funded 2, 3, and 4-year-old places.

Settings submit a SEN Inclusion Fund application form to the Early Years Team according to the below schedule. This will determine the final level of funding available to settings for that term and will inform the normal termly financial reconciliation process.

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| **Term** | **Cut-off date for submitting application** |
| Autumn 2021 | Friday 3rd December 2021 |
| Spring 2022 | Friday 18th March 2022 |
| Summer 2022 | Friday 8th July 2022 |

Please note: If you become aware of children requiring additional support after this date then please contact us to discuss making additional applications.

**Please return all completed forms to:**

**Schools: Phil Tomsett at** [**phil.tomsett@lbhf.gov.uk**](mailto:phil.tomsett@lbhf.gov.uk)

**Early years providers: Andrea Lawler at** [**andrea.lawler-ford@lbhf.gov.uk**](mailto:andrea.lawler-ford@lbhf.gov.uk) **or**

**Janina Perera at** [**janina.perera@lbhf.gov.uk**](mailto:janina.perera@lbhf.gov.uk%20)

**Audit**

An audit will take place across a sample number of settings in order to ensure EY settings’ compliance with the terms of this document. Settings will need to maintain a minimum set of evidence for each child for which Inclusion Funding is being claimed for, which should be made available upon audit. Documents should be maintained for a minimum of 2 years from the last date at which funding was received for a child and should relate to the time frame for which funding has been received. A list of necessary documentation is outlined at the end of this policy. If evidence cannot be produced upon audit the local authority reserves the right to clawback monies equal to the funding received.

Audits will take place via random sampling or if settings appear to have an unusually high level of need which is above baseline averages.

**Consent**

Settings must obtain adequate consent from parents/carers before applying for Inclusion Funding on behalf of a child.

**SENCO Training**

Training will be made available to EY SENDCOs on supporting the SEN Support needs of children in Early Years settings. This will include themes such as:

* How to create provision maps and maintain SEN Support Plans
* When to refer to more specialist services
* How to apply for SEN Inclusion Funding, and how to correctly apply the banding criteria

**DAF Funding**

Settings are reminded that DAF Funding may also be available to this cohort of CYP.

**How the funding can be used**

The funding is to support the inclusion of a child with SEND, promote early intervention and improve outcomes for the child.

Examples of how early years providers can use the SEN Inclusion Fund include:

* Building capacity within the setting with additional staffing to support specific interventions/strategies for the child with SEND
* Specialist or one-off training to upskill whole team or staff member(s)
* Purchasing of resources to support specific interventions/strategies
* Reducing child to adult ratio in order to support child with SEND

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| ***Band*** | ***Level of Need*** | ***SEN Category*** | ***Funding*** | ***Funding per term based on child accessing their full entitlement of 15/30 hours per week\*\**** |
| A | Mild  Moderate | Low / Emerging SEN | SEN Inclusion Fund | £225\* |
| B | Moderate Severe | High Needs | SEN Inclusion Fund | £680\* |
| C | Severe  Significant | High Needs / Complex Needs | SEN Inclusion Fund | £2050\* |

**Funding based on Levels of Need**

\* Band values are subject to change and available budget

\*\* Standard amount regardless of whether child attends 15 or 30 hours

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| ***Band*** | ***Criteria*** |
| A | Mild-moderate category:   * Below expected development in more than one prime area of learning AND; * Requires targeted SEN support with a SEN Support Plan in place AND, * Professional involvement from at least one external child development professional from education, health or family support that evidences developmental delay / additional needs |
| B | Moderate-severe category:   * Below expected development in each of the prime areas of learning AND, * Requires targeted SEN support with a SEN Support Plan in place AND, * Professional involvement from at least one external child development professional from education, health or family support that evidences developmental delay / additional needs |
| C | Severe-significant category:   * Significantly below expected development in each prime area of learning AND; * Requires targeted SEN support with an SEN Support Plan in place AND, * Professional involvement from at least one external child development professional from education or health that evidences developmental delay / additional needs |

**Band Descriptors**

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| ***Band*** | ***Possible uses for the funding (indicative)*** |
| A & B | * Interventions delivered in small groups (4 to 6 children maximum) * Integral use of visual timetables incorporating objects of reference, photos, symbols, use of picture exchange systems etc depending on child’s needs and used consistently by all staff. * Differentiation of activities and resources to support specific targets included in SEN Support Plan or recommended by a professional * Short direct teaching sessions clearly planned for the individual child * Regular supervision and individualised and consistent behaviour management with behaviour plan for children with challenging behaviour * Risk assessments for children with risky behaviours and enhanced staffing support for short periods of the day * Care Plans for children who require specific care outlined by a medical professional, delivered by staff with training * Reasonable adjustment to the environment or resources * Specialist equipment to support children with physical disabilities. * Changes to staff deployment to enable small group work or individualised support for specific and planned activities * Support at circle time to maintain listening and attention * Specific environmental adaptations for sensory needs * Additional supervision when accessing particular equipment or resources, to ensure health and safety of all children and adults * Support to manage basic hygiene, feeding and personal needs above and beyond what would normally be expected for a child given their age (note: nappy changing should be an integral part of caring for children under 4 in the EYFS) |

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| ***Band*** | ***Possible uses for the funding*** |
| B & C | **For the higher levels of funding, many of the strategies and interventions identified above will be in place. In addition, you will need to consider:**   * Additional support for the child by increasing staffing ratios for intensive support and interventions to meet the targets set for the child * Intensive support/teaching for the child, taking place on an individualised basis and based on recommendations being made by a number of professionals involved with the child * Intensive support for the child to meet Personal, Social and Emotional development (e.g. highly challenging behaviour, social interaction, self- esteem and positive relationships) * Intensive support to manage basic hygiene and personal needs for children with complex special needs and care needs, with training undertaken or overseen by a community nurse * Significant attention paid to provision and maintenance of a range of personal equipment and manual handling and hoist training for staff * Positive Physical Intervention training where appropriate * All staff being fully aware of the child's issues to ensure consistent and highly efficient application of strategies across both planned activities, routines and everyday play |

**SEN Inclusion Fund Eligibility Criteria**

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| **Who is eligible to access the SEN Inclusion Fund** |

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| 2-year olds and 3 and 4-year olds identified with a level of special educational needs and/or disability (SEND) fulfilling the criteria as set out above and attending an early years provider in the London Borough of Hammersmith & Fulham that is Ofsted registered.  Funding is available regardless of a child’s residency.  The child must be occupying a government funded place if eligible. |
| The child must meet all the specifications detailed within each band descriptor |
| 4- year olds (reception age) attending a PVI and/or Childminder who otherwise fulfil the above criteria |

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| **Who is not eligible to access the SEN Inclusion Fund** |
| 4-year olds in maintained, academy, free school or primary school reception classes. |
| A child that is a Hammersmith & Fulham resident attending an out of borough provision. |
| A child that is attending specialist provision. |
| A child that has an Education, Health & Care Plan (EHCP) or in receipt of contingency funding |
| A child that is age appropriate in their development or presenting with a mild delay |