**SEN Inclusion Funding Application Form**

**Notes before completing the form**

Please ensure you have read and understood the Early Years SEN Inclusion Funding Criteria. Please note the deadlines for submission of this form. If you miss the deadline then please contact your Early Years Adviser supporting your application (PVI Nurseries and Childminders or the Head of Early Years (Schools).

**Eligibility**

The SEN Inclusion Fund is to support 2, 3-&-4-year olds who have a low level or emerging SEND.  The funding is for use in the setting and will be allocated to the provider.

Settings cannot claim funding if they are already in receipt of other SEND additional funding for the child.  This is because this provision is already funded by the local authority from another source.

Please remember that this funding is not intended to provide continuous one to one support for individual children but to support you to ensure that all children can access an appropriate differentiated curriculum.

**Section 1**

**Details of Setting applying for funding:**

|  |  |
| --- | --- |
| Date of form submission: |  |
| Name of Setting: |  |
| Address of Setting: | Address:        Postcode: |
| Email Address: |  |
| Managers/Headteachers Name: |  |
| Name of Setting Inclusion Co-ordinator/SENCO |  |

**Section 2**

**Details of term and children for which SEN Inclusion Funding is being applied for:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Term:** | Choose an item. | | | |
| **Year:** | Choose an item. | | | |
| **Name of child /Gender/ DOB** | **Identified Band** | **Need Area** | **Is, or will, backing evidence be available upon audit request?**  *Note: funding requests will not be accepted if ‘no’* | **Has parental consent been obtained? (Y/N)**  *Note: funding requests will not be accepted if ‘no’* |
| <Type Name. Add / remove rows below as needed> | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. | Choose an item. |

Please briefly outline the needs of the child(ren)

|  |  |
| --- | --- |
| Name of child | Outline of need |
|  |  |
|  |  |
|  |  |

Please briefly outline the targets you hope to achieve with this funding.

|  |  |
| --- | --- |
| Name of child | Outline of target (linked to SEND Support targets) |
|  |  |
|  |  |
|  |  |

Please briefly outline the provision you intend to put in place with the SENIF funding

|  |  |
| --- | --- |
| Name of child | Provision |
|  |  |
|  |  |
|  |  |

**Types of evidence settings are required to maintain on record**

Settings must ensure that all of the following are demonstrable upon audit:

* 1. Evidence of Early Years Outcomes delay as outlined in the banding criteria
  2. Evidence of professional involvement from education or health (band C), family support or setting assessments and early years team involvement (band A and B) that evidences developmental delay or additional needs
  3. SEN Support plan for the child for the time the funding has been in place
  4. Evidence of interventions commissioned for the child using SEN Inclusion Funding and cost paid for them. Or an equivalent provision map detailing this

**How funding will be allocated**

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 applying for the SEN Inclusion Fund will be allocated an estimate level of funding at the beginning of the term to ensure adequate cash flow. Settings must then submit an SEN Inclusion Fund application form to Family Support 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. **If no form is submitted by the cut-off date, the SEN Inclusion Fund allocation for that term will be subject to claw-back.**

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

Please note: If you become aware of children requiring additional support after these dates 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)

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