

Applications for additional funding for children or young people with SEN: Guidance for settings and schools – updated and revised September 2018

1. Introduction

From **1 September 2018**, additional top-up funding may be applied for from the local authority where a child attends an early years setting or primary school and has high level educational needs that require support costing in excess of the notional SEN budget (or targeted funding in settings) but does not require an EHC plan to secure the best possible outcomes across education, health and social care. These needs can usually be met by the setting or school working with educational support services and are short term.

N.B. **Applications for additional funding for children in Year 5 and 6** will not usually be considered, as in most cases, it is more appropriate to consider an EHC assessment to identify longer term needs and to support transition into secondary provision.

- Funding shall only be agreed for a **maximum of 1 academic year**.
- Any requests for further funding beyond that time will only be agreed for a maximum of an **additional 6 months**. During this time the school or setting will be required to submit an EHC assessment request if further access to element 3 funding is required.
- N.B. **Year 6 only**: Any extension of an additional funding request in **Year 6** will last for a maximum of **20 weeks**. If further element 3 funding is required then an EHC assessment request should be submitted at the point of request for renewal. **If the request is declined the funding will cease automatically on that date.**

2. What is required?

- Clear evidence that the child/young person's and family's views have been considered
- Detailed evidence that the child/young person has significant special educational needs
- Detailed evidence of the action that the setting, school or college has taken to meet those needs and remove barriers to learning
- The impact of action to meet needs and why it has not been effective in improving the child/young person's outcomes or is no longer sufficient.
- Information about how element 2 funding (£6000) in schools or targeted funding in early years or additional funding support in colleges has been used to achieve the child's outcomes over the last 12 months.
- A description of the outcomes that will be supported by the additional funding requested and how it will be used to achieve these.
- Reports, assessments and records to support the above as detailed in Part 3 of the application form.

3. Expectations

- Learning experiences, teaching and interventions to date are of a **high quality**.
- There has been **effective deployment of staff** to give the additional support required.
- There is a **clear, accessible "story" of the child/young person's support and progress** from the point of identification through to the point at which this application is being made. This is evidenced in an Individual Provision Tracker and Support and Outcomes plans (templates here)
- Information presented in the application is **detailed and coherent but succinct**; copious pages of emails/minutes are not required
- There is clear evidence of **the use of data** in the monitoring, reviewing and tweaking of strategies
- The **advice of professionals has been acted on and the impact is clear**.