

ESTABLISHMENT PORTAL GUIDANCE FOR EARLY YEARS

SEN Inclusion Fund Guidance

Version History

Confidentiality / Document Control

This document contains information that is confidential to Oxfordshire County Council and must not be used in any way nor disclosed to any other party, either whole or in part, without the prior written consent of Oxfordshire.

Table of Contents

.....	1
1. Using the Live Register	3
2. SEN Inclusion Funding	3
2.1 How to claim SEN Funding	3
3. Reviewing Payments	4

1. Using the Live Register

Please follow the guidance notes of how to add a child to your Live Register before completing the following instructions as you will need to add the child first. You will find these guidance notes on our webpages [Forms and guidance notes | Oxfordshire County Council](#). Please note these guidance notes are only for Private, Voluntary, and independent providers – not Schools or Academies.

If you are a school / academy you will not have the ability to add children via the establishment portal – this will be migrated directly from your schools MIS. Therefore, for any SEN claims please make sure the SEN need is indicated in your school MIS with a start date and a primary need. If this detail does not populate onto the portal please do email earlyeducation@oxfordshire.gov.uk prior to a termly deadline.

2. SEN InclusionFunding

SEN Inclusion Funding is available for all funded children who:

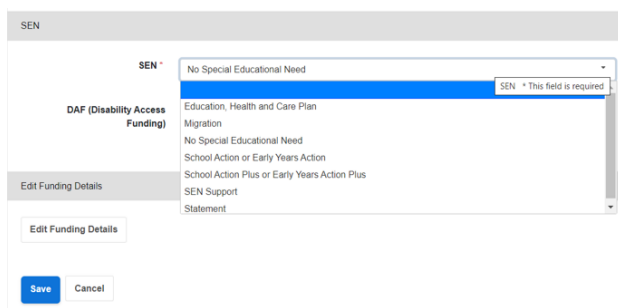
- Meet descriptors in the [Special Educational Needs Support in Oxfordshire's schools and settings](#).
- Are evidenced by clear tracking of their developmental levels which show a need to provide some additional provision/ planning for the child.
- Have required external agencies, such as speech and language therapists to be involved to offer advice and support which can be implemented with some small adaptations and interventions.
- Are considered by setting staff/class teacher, SENCo and parents to require this level of intervention and specific planning.

Funding children with low level or emerging needs is paid at £38.50 per week and the child must be in receipt of Early Education Funding.

2.1 How to claim SEN Funding

You claim for SEN funding on the child's details on the Live Register

- Find the SEN section on the child's record. You may need to select Edit child's details to make changes.
- This is a **mandatory** question - if this does **not** apply select **No Special Education Need** from the drop-down list.



The screenshot shows a web form titled 'SEN' with a dropdown menu for 'SEN *'. The dropdown is open, showing several options: 'No Special Educational Need' (highlighted in blue), 'Education, Health and Care Plan', 'Migration', 'No Special Educational Need', 'School Action or Early Years Action', 'School Action Plus or Early Years Action Plus', 'SEN Support', and 'Statement'. A red asterisk and the text '* This field is required' are visible next to the dropdown. Below the dropdown is a section labeled 'Edit Funding Details' with a 'Save' button and a 'Cancel' button.


- If you wish to claim SEN inclusion funding and the child meets the criteria, then select SEN Support. The form will request additional details from you which must be completed.


SEN *

- Put a start date.
- You will need to select at least a primary need descriptor from the drop-down box. There are many to choose from. You will also need to add a start date of this funding.

SEN

SEN *

Start Date * 

End Date 

Primary Need *

Secondary Need

- When done, click Save.
- Please note that you must keep records to show this child meets the criteria set out in the Early Education Funding termly guidance notes, you could be asked to produce this evidence on an audit or to Ofsted. You should also note this section should only be used to claim SEN inclusion funding, not any higher needs. The form you must fill out and keep for auditing purposes can be found [here](#), under the SEN section.
- Use the end date area to add the end date of the SEN inclusion, this could either be because the child is leaving, or they are now receiving RAF - you cannot claim for both RAF and SEN inclusion.

Once you have amended the details please press save. This should then take you back to your Live register, if it doesn't then there could be an error- please review this error at the top of the page to guide you on what is missing.

3. Reviewing Payments

To review payments of SEN inclusion funding you will need review your termly remittances which will be sent to you via email. SEN inclusion funding is paid separately to the other Early Years funding and it will not show under payment within the portal.