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**SEN Support: Application for additional funding (From Reception Year)**

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**.

Please read the guidance **before** completing this form The Special Educational Needs Casework Team is available to support you in preparing your application. Please email SEN@Oxfordshire.gov,uk or contact your SEN Officer for support.

Completed applications should be sent to EHCPApplications@Oxfordshire.gov.uk

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| **Application for** |  |
| **Date of birth** |  | **Year group** |  |
| **Address** |  |
| **School /setting** |  |
| **Pupil Premium?** | **Y/N** If **Y** at what rate: Early years/£300/£1320/£1900 |
| **LAC?** | **Y/N** | **UPN** |  |
| **Primary need** |  | **Secondary need(s)** |  |
| **Completed by** |  |
| **Designation** |  |
| **Date application discussed with family** |  |
| **Date application discussed with education support service** (eg EPS, SENSS) |  |
| **Date application discussed with family** |  |
| **Date of application** |  |
| **Date received by SEN team** |  |

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| **Summary of what is being requested** |
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**Part 1: Person centred planning**

Describe how the setting or school has gathered the views of the child and family over time.

[*Person centred approaches*](http://schools.oxfordshire.gov.uk/cms/node/556#1) *should be used to gather the child or young person's views. Guidance is available on the* [*Local Offer.*](https://www.oxfordshire.gov.uk/cms/public-site/special-educational-needs-and-disability-local-offer)

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| Child  | Family |
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| **Part 2: Educational needs and support** |
| Complete sections 1 and 2 below and attach the documents listed on the next page with relevant sections highlighted.**1. The child’s needs**Describe the child’s **special educational needs** and **summarise/reference the evidence** for these.  |
| Special Educational Needs/Barriers to learning | Impact of needs and barriers on access to learning |
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Add more rows if necessary

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| **2. Action to meet needs by the setting or school and impact of this**Provide evidence of purposeful action by the setting or school to meet the child’s needs and remove barriers to learning. Describe how element 2 funding (£6,000) or targeted funding in Early Years settings, and the Local Offer including other agency support has been used to achieve the child’s outcomes, **over the last 12 months** (may be less for EY children).  |
| List the interventions, support, services, activities etc. and costs for each  | Cost  | Please describe the **impact** of this intervention/activity and why it has not been effective in improving the child’s outcomes or is no longer sufficient |
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| **Part 3: Reports and assessments** |
| Reports, assessments and information that evidence the needs and support described in Part 2. Please number attachments to match list below.**Essential reports and assessment** |
| Name of report or assessment | Tick if attach-ed | Name of the lead professional/author of the report |
| 1 | Current academic attainment or developmental levels |  |  |
| 2 | Last three SEN Support and Outcomes Plans, or equivalent  |  |  |
| 3 | Individual Provision Tracker or similar[*(OCC template available)*](http://schools.oxfordshire.gov.uk/cms/node/556) |  |  |
| 4 | Current individual timetable showing support (including adult-child ratio) and interventions at the time of application. Include total hours of support and cost.*(For EY use OCC EY template)* |  |  |
| 5 | Attendance (percentage attendance, authorised and unauthorised absence over the last 12 months for school aged children) |  |  |
| 6 | Number of fixed term exclusions over the last 12 months (school aged children only) and any permanent exclusions |  |  |
| **And where they exist include** |
| 7 | Evidence of diagnosis |  |  |
| 8 | Latest SEN support service report(s) |  |  |
| 9 | Latest CAMHS report |  |  |
| 10 | Latest therapy report(s) |  |  |
| 11 | PSP or Behaviour Support Plan |  |  |
| 12 | Summary of incident records and PVA reports |  |  |
| 13 | Current risk assessment |  |  |
| 14 | PEP for a child who is Looked After |  |  |
| **Additional reports and assessments:**For example, include any health or care reports that impact on the child’s ability to access learning. Only include additional reports, information and assessments if they **add new information** to those listed above. |  |  |
| Name of report or assessment (relevant specialist SEN, care and/or health reports)  | Report/ assessment attached | Name of the lead professional/author of the report |
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| **Part 4: Desired Outcomes**  |
| Describe the outcomes for the child that will be supported by Additional Funding and how it will be used to achieve these. |
| Outcomes to supported by Additional Funding | How the funding will be used to achieve this (if you wish to include a plan please list in ‘Additional reports and assessments’ above and append) |
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| Add more rows if required |  |
| **Part 5: Additional Considerations** |
| In this section please: **i)** describe why a Request for Additional Funding is being made at this stage**ii)** detail any additional circumstances that you feel should be considered with the application. These can include specific events or situations that may have caused a recent change in the emotional or physical wellbeing of the child. If a child has a CAF/TAC note it here, include the latest TAC action plan and list under ‘Additional reports and assessments’ above. |
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