

## **SEND Transition Top Up Funding for Children with Special Educational Needs starting school in Reception Classes**

Most children can be successfully provided for through SEN support, using the school's own resources from within their SEN delegated budget.

In some cases, for children with high level special educational needs who don't have an EHCP or where a complete understanding of the child's long term needs may still be emerging, further additional resources may be required on top of element 1 and 2 funding to support their transition to school.

Transition funding can be agreed up to a maximum of 10 hours per week as a top up to the support given by the school for the child's first 2 terms in a reception class (usually terms 1 and 2).

The aim of SEND transition funding is to enable schools to put effective support in place so that the child is able to settle successfully and there is time for the school to get to know the child and their family and assess their needs within the school context.

If the school then considers that ongoing high levels of support are required they will have the opportunity to link with their SEN casework officer and consider a further request for top up funding and/or an application for an Education Health and Care Needs Assessment.

### **When to apply**

In order for the funding to be in place for the start of the child's first term applications should be made during the transition planning phase (usually the summer term) before the child starts school. It is not possible to apply retrospectively.

### **Applications need to be made collaboratively by the child's current setting and the receiving school:**

- The early years setting will have evidence of the child's strengths and areas for development established through close working with parents, ongoing assessment, planned interventions and progress reviews
- The school will have knowledge of the school environment, their early years curriculum and other school based information that will enable them to complete a proposed annotated timetable and if required a risk assessment.

## How to apply

- Use the Early Years SEN Additional Funding application form which you will find in 'Accessing Resources'  
<https://www.oxfordshire.gov.uk/business/information-providers/childrens-services-providers/sen-support-providers/guidance-and-procedures>
- The application does not require costings to be included as it is made in advance of the child starting school **however the school is required to use element 2 funding i.e. the first 15 hours as soon as the child starts.**

## Supporting Evidence Required

- Evidence of the child's significant Special Educational Needs demonstrating why they require support above that which can be provided by the school's delegated budget
- Evidence of purposeful action already taken by the child's current setting to meet the child's needs
- Evidence that the current setting has accessed specialist support services such as Speech Therapy, Early Years SEN team, SENSS and can demonstrate how they have been implementing the advice given
- Evidence provided by the receiving school to show that there are planned interventions and support that will be in place to enable the child to feel secure, to be safe and to make progress with their learning.
- Evidence of collaborative transition planning between the current setting, family and receiving school.

## Application process

- Requests are considered on a case by case basis by the Early Years SEN Additional Funding panel made up of professionals who have knowledge of both the EYFS and SEN
- The panel meets fortnightly and continues to meet throughout the school summer break
- The decision of the panel may be:
  - Agree to provide SEND transition funding – child meets level of need and the evidence is clear
  - Disagree to provide SEND transition funding – child does not meet level of need

- Hold application because evidence of need is not clear and further information is needed – in these cases such information will be requested but this could delay any possible payment if approved, as funding will not be back dated.
- The LA will notify the school and the early years setting of the outcome
- If the funding is agreed payment is made by block payment from the SEN Business Support Team at the schools funding rate

**If there are any questions about access to this funding please email the EYSEN team – [EYSEN.Funding@oxfordshire.gov.uk](mailto:EYSEN.Funding@oxfordshire.gov.uk)**