

**SEN Support: Form to complete at the point of claiming Inclusion Funding via termly head count**

**Inclusion funding is intended for funded 3 and 4 yr. olds with low level or emerging special educational needs. This funding is a limited amount, totalling £38.50 per week, term time, for specific children. The aim of the funding is to enable schools and settings to provide early interventions that will enhance the child’s progress. It can be claimed by Oxfordshire providers in receipt of Early Education Funding.**

The funding can be used flexibly e.g. to purchase additional resources, pay for staff training or pay for additional adult support, as long as it is being spent effectively and is making a difference.

Before claiming ‘Inclusion Funding’ for each individual child, the school or setting must have taken the following steps:

* Have identified that the child has low level and/or emerging special educational needs by using[Oxfordshire Guidance for Special Educational Needs (SEN) Support](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.oxfordshire.gov.uk%2Fsites%2Fdefault%2Ffiles%2Ffile%2Fspecial-educational-needs%2Fearly_years_SEN_guidance.docx&wdOrigin=BROWSELINK)to completethe initial screening tool and relevant SEND descriptors
* Have discussed the child’s strengths and needs with the parents and explained how ‘Inclusion Funding’ will be used to support their child’s progress
* Have written and shared an individual support plan or pupil profile with parents and relevant professionals (if involved) which clearly outlines the next steps/outcomes you are aiming to support the child to achieve. (See [example of a completed individual support plan](https://www.oxfordshire.gov.uk/sites/default/files/file/special-educational-needs/Wesleyssupportplan.pdf))
* Have a clear process in place for monitoring the child’s progress
* Ensure the individual support plan or pupil profile is reviewed at least 3 times a year with parents and other relevant professionals
* Have a record, kept in the child’s file, that records what the funding has been spent on and the impact for the child in terms of their well-being, learning and/or development (The template below can be used for this purpose)
* For LA auditing purposes, provide evidence that the above steps have been followed

**Having completed the steps above, settings and schools are able to apply for inclusion funding:**

Apply at [Early Education Funding (EEF) for 2, 3 and 4 year olds | Oxfordshire County Council](https://www.oxfordshire.gov.uk/business/information-providers/childrens-services-providers/support-early-years-providers/business-and-funding-childcare-providers/early-education-fund/funding-2-3-4-year-olds)

**Please note: For LA auditing purposes, this template or a similar form must be completed for each child you are claiming Inclusion Support Funding for and must be made available to the County Council on request**

**Inclusion Funding Record**

List the interventions planned to meet the child’s needs, the cost and their impact.

(Measure impact towards the end of the term, once interventions have had a chance to make a difference).

|  |  |
| --- | --- |
| Name of child |  |
| Date of birth |  |
| Date application discussed with family |  |
| Date ‘SEN Support’ was first used on the head count to claim inclusion funding |  |
| Dates ‘SEN Support code’ code has been entered for this child | Term 1/2 |
| Term 3/4 |
| Term 5/6 |
| Date SEN Support code has ended on the portal and reason why |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List the interventions, support, services, activities, resources etc. | Date | Cost | Ongoing or one off | Please describe the **impact** of this intervention/activity. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Add rows for subsequent terms**

Before claiming inclusion funding in subsequent terms, ensure there has been a thorough review of the impact of this funding and a discussion with parents about the progress their child has made.

Update this form to continue to evidence how the money is being spent and what the impact is for the child.

If the child no longer requires inclusion funding either because they have made progress and the extra interventions are no longer needed or because they are in receipt of ‘additional funding’ please add an end date to ‘SEN Support’ in your live register on the establishment portal so that we know that the inclusion funding should cease

If you have any questions about how to complete this form or anything related to the use of inclusion funding, please email [EYSENFunding@Oxfordshire.gov.uk](mailto:EYSENFunding@Oxfordshire.gov.uk)