Guidance on the High Needs SEND Top-Up Funding Application and Banding Process

October 2018-March 2019

Contents:

1. **Using Perspective Lite**
2. **Completing the Application Form (SEN Support)**
3. **Completing the Banding Form (EHCP's)**
4. **Bands for October 2018 to March 2019**
5. **Deadlines**

1. **Using Perspective Lite**

The Application Form and Banding Form will be available in Perspective Lite (PLite):

https://perspective.angelsolutions.co.uk/perspective/login.aspx

Schools will be able to download the appropriate form, complete it, and then submit to the VS SEND, all via PLite.

All schools have at least one log-on account for PLite – usually set up in the name of the Headteacher.

For any assistance with access to PLite please contact Dom Mingaye/Simon Porritt via email (dom.mingaye@norfolk.gov.uk or simon.porritt@norfolk.gov.uk) or telephone (01603 222984 or 01603 222837). Some schools have purchased the full Perspective package, and these instructions apply.

If any school wishes to have an extra account for logging on to PLite, please contact Dom Mingaye or Simon Porritt.

The Process:

1. **Log on** to P Lite (see above contacts if you need help or assistance).

2. **Navigate** to Documents > Document Pool > (12) Summer 2018 – SEND High Needs Top-up Applications>

> There are Two Forms available; the SEN Support Application Form and the EHCP Banding Form. Choose the appropriate form (s).
>
> A copy of this guidance will also be available in the same folder.

3. **Download** - to download, click on the file name, and then download. Save it in a suitable location on your PC

4. **Complete the form(s)** - fill in the all section as detailed, and save it on your PC - **please include a shortened school name in the file name of any files you send to the Local Authority (LA) via Perspective – this helps us to correctly identify the files.**

5. **Upload** – to the LA, using Perspective Lite. Go to Perspective > Documents > Send Files > Send Files to Norfolk > Browse - to where you saved the completed template file, select file > Select file tag "SEN"> Upload & Send

6. **Supporting evidence** – if you need to provide supporting evidence (see Section E below in the guidance), you can upload it the same as steps 4 and 5 above.

You can send evidence in a Word, Excel or PDF format. Please send each document individually. Please include the school name at the start of the file name of any files you upload e.g. NorfolkAnySchool NameofCYPEdPsyReportMay2018.

What happens next?

SEN Support Application Forms will be:

- **downloaded** and collated by the VS SEND
- **screened** by the VS SEND and LA officers
- **moderated** by colleagues from schools/academies and LA officers

  o A **decision** will be made and schools will be notified of the decision

EHCP Banding Forms will be:

- **downloaded** and collated by the VS SEND
- **screened** by the VS SEND and LA officers at which point a decision on the funding model will be taken in conjunction with Children's Services Financial and Commercial Services

  o A **decision** will be made regarding allocations and schools will be notified

2. **Completing the Application Form (SEN Support)**

This form can be used to apply for individual or groups of children/young people with High Needs on SEN Support

Section A: School/Academy Details

A1   Enter the name of your school/academy.

A2   Enter the DfE Number/ID of your school/academy.

A3   Enter the Unique Reference Number (URN) of your school/academy.

A4   Enter the name of your Multi Academy Trust, Federation or Partnership. If none please state 'none'.

A5   Enter the name of your school's/academy's Special Educational Needs Coordinator (SENCo).

A6   Only if you are **not** the SENCo or Headteacher - Enter your name and job title.

A7   Enter the name of your school's/academy's Headteacher/Principal and their job title i.e. Executive Headteacher, Headteacher, Head of School, Principal etc.

Section B: Child/Young Person or Children/Young People's Details

B1   Enter:

- Unique Pupil Number (UPN)
- Surname
- Forename
- Date of Birth
- Primary Need (Communication and Interaction (C&I), Cognition and Learning (C&L), Social, Emotional and Mental Health (SEMH) or Physical and/or Sensory Needs (PSN)) of the child/young person or the children/young people you are applying for

e.g.

a) UPN…,Surname, Forename, DD/MM/YYYY, C&I - ASD
b) UPN…,Surname, Forename, DD/MM/YYYY, C&I - SLCN
c) …

B2   Enter the names of any of the above children in receipt of Pupil Premium Plus.

B3   Enter the number of children/young people for which you are applying
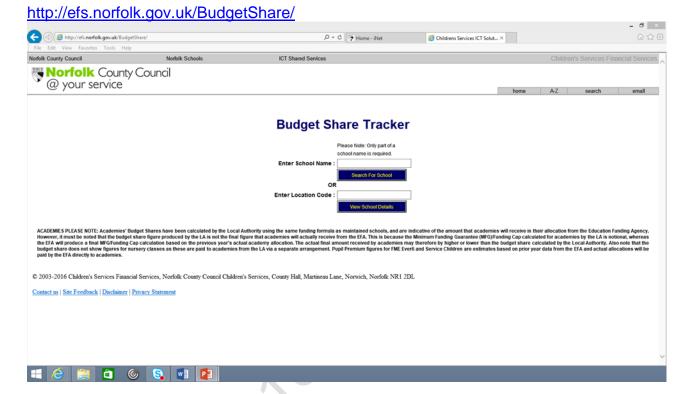
Section C: School/Academy Context

C1   Enter the number of children/young people on roll.

C2   Primary schools/academies only - Enter the number of classes in school.

C3   Primary schools/academies - Enter the class sizes, starting with the youngest classes.

       Secondary schools/academies - Enter the Year Group cohort sizes starting with the youngest year groups.

C4   Enter the number of children/young people with EHCP's.

C5   Enter the percentage of children with EHCP's as a percentage of the whole school.

C6   Enter the number of children/young people on SEN Support.

C7   Enter the percentage of children on SEN Support as a percentage of the whole school.

C8   Enter the number of Higher Level Teaching Assistants and Teaching Assistants deployed to work with small groups.

C9   Enter the number of Higher Level Teaching Assistants and Teaching Assistants specifically employed to work on a one to one basis.

C 10   Enter a list of the external agencies/professionals/services providing advice and support to the school/academy regarding SEND

Section D: Whole School Notional Funding (Current Financial Year)

D1   Enter a list demonstrating how the SEN Notional Funding (as identified on the school's/academy's SEN Memorandum on Budget Share Tracker) has been committed and/or spent (please account for the entire amount). Put a cost to each commitment and/or spend and total the expenditure.

http://efs.norfolk.gov.uk/BudgetShare/

Section E: Child/Young Person or Children/Young People Funding and Request for Top-Up (Current Financial Year)

E1   Enter a detailed list demonstrating how the SEN Notional Funding has been committed and/or spent on the individual child/young person or children/young people applied for i.e. the first £6000 of additional and/or extra support per child/young person. Put a cost to each commitment and/or spend and total the amount.

E2   Enter details of the additional and/or extra provision(s) specified and/or quantified within external agency/professional/service reports and recommendations. This being the additional and/or extra provision(s) that cannot be met within the first £6,000 of additional and/or extra support and therefore requires Top-Up.

You can upload supporting evidence. This should only include external agency/professional/service reports and recommendations. Supporting evidence will only be seen by LA Officers to corroborate the application form and the reports and recommendations. Colleagues at moderation will not see the supporting evidence but will be informed that the information in the application form is accurate.

In providing this information you are confirming that you are operating within GDPR and your school privacy notices are compliant.

E3   Enter the cost of the additional and/or extra provision(s) and clearly total the requested amount.

E4   Please read this statement. E4 will be used as the basis for auditing and monitoring the impact of the allocation of the High Needs Top-Up Funding for SEN Support.

Section F: Headteacher/Principle Signature

F1   Enter the name or digital signature of the Headteacher/Principal once they have checked and agreed the application.

F2   Enter the date the Headteacher/Principal checked, agreed and signed off the application form.

F3   Enter the date the application form was submitted.

Upload the application form and supporting evidence as above.

Only upload supporting evidence from external agencies/professionals/services. These should be entire reports or excerpts such as recommendations with the child/young person easily identifiable, and include the school name at the start of the file name e.g. NorfolkAnySchool NameofCYP EdPsyReportMay2018.

N.B.

No Funding will be released until the Finance and Business Services Team have received an up-to-date Cluster Budget, due 1st May 2018, and a completed Analysis of Cluster Balance Form communicated via email from the Finance and Business Services Team. Please return your forms to: finance.support@educatorsolutions.org.uk

Schools will be notified in the Summer Term about the amounts to be allocated and allocations will be distributed in September 2018 for October 2018 to March 2019. Funding will be allocated to support the named child/young person or children/young people.

If the child or young person moves school or is permanently excluded the Headteacher/Principal must inform the VS SEND within 5 working days to enable the Finance and Business Services Team to action necessary measures to enable the funding to follow the child or young person if required.

3. Completing the Banding Form (EHCP's)

This form is to be completed to capture all the children/young people with EHCP's in your school/academy.

Enter:

- Surname and Forename
- Date of Birth
- Unique Pupil Number (UPN)
- Primary Need (Communication and Interaction (C&I), Cognition and Learning (C&L), Social, Emotional and Mental Health (SEMH) or Physical and/or Sensory Needs (PSN))
- Secondary Need (Communication and Interaction (C&I), Cognition and Learning (C&L), Social, Emotional and Mental Health (SEMH) or Physical and/or Sensory Needs (PSN))
- Band 1, 2 or 3 with reference to the Bands for October 2018 to March 2019
- Indicate whether the child/young person lives outside of Norfolk

Please include on this form all children/young people with EHCP's, including Draft EHCP's and those at the 'Yes to Plan' stage.

Only include children/young people attending your school or with accepted or confirmed placements at your school.

Infant and Primary Schools please include children/young people in N2 (transitioning to Reception) and state 'UPN Pending'. Junior Schools please include children/young people in Year 2 joining you in Year 3. High Schools please include children/young people in Year 6 joining you in Year 7.

Upload the banding form as above.

N.B. No Funding will be released until the Finance and Business Services Team have received an up to date Cluster Budget, due 1st May 2018, and a completed Analysis of Cluster Balance Form communicated via email from the Finance and Business Services Team. Please return your forms to finance.support@educatorsolutions.org.uk

Schools will be notified in the Summer Term about the amounts to be allocated and allocations will be distributed in September 2018 for October 2018 to March 2019. Funding will be allocated to support the named child/young person or children/young people.

If the child or young person moves school or is permanently excluded the Headteacher/Principal must inform the VS SEND within 5 working days to enable the Finance and Business Services Team to action necessary measures to enable the funding to follow the child or young person.

4. Bands for October 2018 to March 2019

Band	Descriptors for High Needs SEND Top-Up Funding October 2018-March 2019 'Targeted additional support staff curriculum time' includes either close supervision or bespoke/small group interventions with an enhanced adult to child ratio. Despite: • the school making all necessary 'reasonable adjustments' • the school implementing provision that is 'additional to' or 'different from' that already available to meet the needs of the majority of children/young people • the school maximising the use of the schools core offer as part of the Norfolk Local Offer • the school maximising the use of the Norfolk Local Offer
1. High Needs/Medical Needs	❖ The child/young person requires up to approximately 50% of targeted additional support staff curriculum time to enable their access to the curriculum. ❖ The child/young person requires monitoring due to their medical needs during curriculum time, break and lunchtimes.
2. Higher Needs/High Medical Needs	❖ The child/young person requires at least 50% but not more than 100% of targeted additional support staff curriculum time to enable their access to the curriculum. ❖ The child/young person requires close supervision due to their medical needs during curriculum time, break and lunchtimes.
3. Exceptional Needs/Extreme Medical Needs	❖ The child/young person requires 100% of targeted additional support staff curriculum time to enable their access to the curriculum plus full-time additional support staff time to enable their access to break and lunchtimes or for close supervision due to their medical needs.

Staff providing 'targeted additional support staff curriculum time' may include:
• Mentors, Higher Level/Teaching Assistants, Teachers, Tutors, Supervisors and Therapists

Staff providing 'targeted additional support staff time' at break and lunchtimes include:
• The above list plus Midday Supervisors

Staff providing 'close supervision due to medical needs' include:
• Appropriately trained individuals from the above lists plus Clinical/Medical Assistants

5. Deadlines

Both Forms will be live on PLite from **Friday 25th May 2018.**

The High Needs SEND Top-Up Funding **SEN Support Application Form** will remain live. For the Autumn Term 2018 (October allocations) the application form can be submitted on or before **Wednesday 20th June** and for the Spring Term 2019 the application form can be submitted on or before Friday 9th November.

The High Needs SEND Top-Up Funding **EHCP Banding Form** will remain live on PLite. The Banding Form needs to be completed and returned via PLite on or before **Friday 15th June.**