



Bryan Slater
Director of Education

REF: MI 20/00
SEN

MANAGEMENT INFORMATION

SUBJECT: Funding for Children with Special Educational Needs 2000 / 01	
WORKING TITLE: Funding for Children with Special Educational Needs 2000 / 01	
DATE PUBLISHED: 17 th January 2000	
DATE EFFECTIVE: Immediate	
DISTRIBUTION: All Schools: Headteacher Chair of Governing Body	FORMAT: Letter + list
SUMMARY: Assistance is required to check the accuracy of the information held on our database for your school to ensure that your SEN resource allocation is as accurate as possible.	
ACTION REQUIRED: To check the attached list, amend as appropriate and return to Pupil Access and Support Services, SEN Finance and Development, Boardman House, Redwell Street, Norwich, NR2 4SL, by <u>28TH JANUARY 2000</u> .	
DATE DOCUMENT OBSOLETE:	
ASSOCIATED DOCUMENTS: -	
RELEVANT ASPECT OF EDUCATION DEVELOPMENT PLAN OR OFSTED LEA ACTION PLAN: -	
CONTACT: Nigel Peacock	TEL: 01603 764707

Mr. N.Peacock

CSD/CJB/CAB/

01603 764707
(Fax: 01603 767904)

January 17th, 2000

To: All Headteachers

Dear Colleague,

Re. Funding for Children with Special Educational Needs 2000 / 01

Thank you for completing the recent SEN Audit. As in previous years, I am now writing to ask for your help in checking the accuracy of the information held on our database for your school to ensure that your SEN resource allocation is as accurate as possible.

You will be funded, from April, for pupils given an audit banding who are registered with you on the Form 7 count date, 20th January. Please check the attached list to ensure that it includes all children with a SEN resource band registered at your school on that date. The print out includes audit information for the current financial year as well as the names of pupils entered in the audit in October 1999. Please clearly identify pupils who appear on the list but who have left. It is also important that you add the names and dates of birth of all pupils with a resource band who have joined your school and whose names do not appear on the **Additional Pupils Pro forma**.

Once you have checked the list for your school and made any amendments, it would be helpful if you could sign and return it to **Pupil Access and Support Services, SEN Finance and Development, Boardman House, Redwell Street, Norwich, NR2 4SL by Friday 28th January 2000**. I apologise for asking for such a quick return but you will appreciate that my staff are trying to adhere to very strict deadlines to ensure that you receive your resource allocation on time.

Thank you for your help and co-operation.

Yours sincerely

Director of Education

