



**Norfolk** County Council  
at your service

## **Children's Services**

### **Post 16 High Needs Funding Panel Mainstream School Sixth Form Applications**

#### **Terms of Reference and Procedure**

**1 March 2015**

## **Role of the Post 16 High Needs Funding Panels**

- To make decisions relating to funding pupils in post-16 placements where High Needs funding is required:
  - To consider new placement proposals for placements within local General Further Education Colleges, Sixth Form Colleges, Mainstream School Sixth Forms and EFA Funded Training Providers requiring 'top-up' high needs funding
  - To review ongoing placements within local General Further Education Colleges, Sixth Form Colleges, Mainstream School Sixth Forms and EFA Funded Training Providers requiring 'top-up' high needs funding
  - To consider placement proposals for placements within independent specialist providers (ISP)

## **Outside the scope of panel**

- Post-16 placements in independent schools
- Post-16 placements in Norfolk's or other LA's maintained special schools
- Post-16 placements in out-of-county non-maintained and independent special schools

## **Panel Principles**

- The Panel makes independent evidence-based decisions based upon relevant legislation, statutory guidance and Norfolk Children's Services policies and procedures.
- Every case will be carefully and thoroughly considered upon the written evidence provided.
- Each case must be treated equally, fairly and confidentially.
- Every decision is the outcome of consideration by the Panel and not a single individual and the Chair has final responsibility for all Panel decisions.
- The LA will consider and review all requests in line with the evidence of individual needs, past spending (it is unlikely the LA will consider funding in excess of previous years), evidence of outcomes, affordability, value for money, progression and stretch and length of time in education.

## **Frequency of Meetings**

- The Panel will meet regularly.
- Dates will be published well in advance by the Training and Education Strategy and Partnership Officer.
- A record of attendees will be kept.

## **Membership of the Panel** (a quorum will be 3 members)

- Specialist SEN Commissioner
- 2 x Training and Education Strategy and Partnership Officers

- Transition Lead
- Representatives from post 16 providers

### **Role of Panel Members**

- Panel members will assess the evidence for each case based upon the appropriate legislation, criteria, guidance and policies.
- Panel members will respect professional and case confidentiality.
- All views expressed by Panel members will be given equal consideration.

### **Role of the Chair**

- The Chair is responsible for the management of the Panel meeting. The Chair will be the Specialist SEN Commissioner but this can be delegated to an appropriate Officer if necessary.
- The Chair is responsible for ensuring that all cases are given fair consideration and decisions are based solely on the evidence provided to the Panel.
- The Chair is responsible for ensuring the confidentiality of discussions in Panel and for making sure that all members of the Panel are aware of their responsibility in this regard.
- The Chair has the final responsibility for all decisions taken by the Panel.

### **Mainstream School Sixth Form Applications - Request Process**

#### **New and continuing placements in Mainstream School Sixth Forms including academies and free schools**

The school sixth form will collate information regarding the student including:

- Statement – where applicable or Education Health and Care Plan
- Last Transition review
- Incident reports
- Risk assessment – updated
- Behaviour and or care plans
- Detail of previous year's funding levels
- Relevant professional reports e.g. EP, SALT, Physio, OT, TOD – these are mandatory where the funding request includes therapy provision
- Support cost details to include (to be in line with the 'Guidance for Mainstream School Sixth Forms on Top up Funding' Appendix 2). NCC Top-up Request Form (Appendix 1) to be used.
  - Hourly rates for additional teaching and or TA
  - Number of hours provided
  - What is provided for the first £6k of support
  - What is the value of the top-up being requested
  - What additional support will be provided with the top-up

The LA will consider and review all requests in line with the evidence of individual needs, past spending, evidence of outcomes, affordability, value for money and progression.

Any queries about the evidence provided or request for further evidence or clarification will be raised directly with the school.  
Confirmation of the LA's decision will be communicated to the school within 2 working weeks of the panel meeting.

**Requests for funding must be sent to:**

Sara-Jane Sturman  
Training and Education Strategy and Partnership Officer  
Participation Strategy Team  
Floor 8  
County Hall, Martineau Lane  
Norwich, NR1 2DH

Cases will be considered at the earliest possible available panel after the referral is received.

**Cases where funding is not agreed**

For cases where funding is not agreed, the school can ask for the case to be reviewed by the panel. The case will be resubmitted to the panel for review with any additional evidence or representations.

If the school is unhappy with the outcome of the panel review they can appeal for a formal Case Review meeting.

A formal Case Review is a separate meeting to review the case. The school will be invited to attend. This meeting would be chaired by the Head of Education Inclusion Service and a final decision would be made whether or not to fund. The outcome will be confirmed in writing.

**Leaving Programme Early**

The school sixth form will inform the LA of any student who is permanently excluded or leaves his/her programme early, within one week of the student leaving. The school sixth form will then recalculate costs and submit the revised costs to the LA within 3 working weeks of the placement ceasing.

**Data protection**

Where the school sixth form and LA share electronically stored personal data a secure transmission should be used and password protection applied if appropriate.

Where the data is sent by post it should be sent using a special delivery service so the information can be tracked and the recipient will have to sign to confirm safe delivery.

**Panel Records**

- All Panel records form part of open files which can be requested by parents/carers or students.
- All Panel records must be fully completed and signed off by the Chair.

## **Panel Administration**

- Each case comes to Panel with an individual front-sheet upon which the views of the Panel members and the decision are recorded. This is essential so that it can be placed on the pupil's file for audit purposes. (All pupil files are open to scrutiny.)
- All records must be in ink, to facilitate photocopying or scanning.
- Attendance at the meeting must be recorded.
- All meetings will be minuted and all placement decisions will be made at the placement meetings.
- Panel decisions will be communicated to school sixth forms.
- It is the responsibility of the school to communicate with the pupil and their parents/carers if appropriate.

## **Appendices**

1. NCC Top-up Request Form
2. Guidance for Mainstream School Sixth Forms on Top up Funding