

# **Norfolk County Council**

## **Top Up Request Form**

## **Appendix 1**

This form should be used by all Mainstream School Sixth Forms for all learners requiring over £6,000 of support. **The form must reflect all additional costs, not just those above £6,000.**

### **Part 1: Learner details**

<b>Provider Name (please print)</b>				
<b>Name of Learner:</b>				
<b>Learner Date of Birth:</b>				
<b>Learning Programme / Level</b>				
<b>Start date of programme:</b>	/	/		
<b>Start date of support if different to above:</b>	/	/		
<b>Planned end date of programme:</b>	/	/		
<b>Anticipated end date of support, if earlier:</b>	/	/		
<b>Number of days per week on programme:</b>				
<b>Has the Learner previously had any of the following? (if No to all, boxes on next line leave blank, If yes please provide a copy/attach to the claim form)</b>				
<b>Statement</b>	<b>YES</b>		<b>NO</b>	
<b>EHCP</b>	<b>YES</b>		<b>NO</b>	
<b>Name of provider's staff undertaking assessment:</b>				
<b>Please describe how the students needs were assessed:</b>				

**Please complete table overleaf and then enter total cost in box below:**

**Total Support Costs:**

**£**

I understand that the Local Authority or EFA may require additional evidence to support the above statement and the actual costs of delivery, and any inaccuracy in the statement may result in recovery of funding and civil and / or criminal proceedings. I understand and accept that the Local Authority or EFA or the may share this information with other government bodies for the purposes of preventing and detecting fraud.

<b>Signature:</b>		<b>Name: (please print)</b>	
<b>Position:</b>		<b>Date:</b>	/ /

<b>Part 2: Learner support needs identified and costed</b>				
	<b>Cost/ hour (£)</b>	<b>Hours/ week (£)</b>	<b>Weeks/ year (£)</b>	<b>Cost/ year (£)</b>
<b>1. Pre-entry</b>				
Home/school/college visits				
<b>2. At entry - Initial assessment</b>				
General				
Subject specific				
<b>3. On-programme support</b>				
Additional teaching				
Other support				
Reviews				
Progression planning / activities				
<b>4. Depreciation charge for equipment</b>				
Equipment -				
Equipment -				
<b>5. Assessment of achievement</b>				
Exam costs				
<b>6. Other (<i>please specify</i>)</b>				
<b>Total costs</b>				

**Providers will be expected to keep this information up to date throughout the funding year and retain copies of invoices/receipts for audit purposes.**