



## Element 3 Funding - user guide

Element 3 is a pupil specific (Yr R to 11) funding stream which is for mainstream schools to access if they have children or young people with a high special educational needs and/or disabilities.

This workshop is designed for SENDCos and Headteachers who are unfamiliar with the processes for applying for either EHCP, SEN Support or Exceptional Circumstances funding, as well as business managers or finance officers.

### The workshop will cover:

- What are high needs?
- How to access information on which CYP are being funded in your organisation
- When and how to apply for funding
- SEN notional budgets
- Application and moderation processes
- Support available

### By the end of the session participants will:

- Understand the criteria for making an application for Element 3 funding
- Be informed on how to access their setting's SEN financial information
- Be fully informed about the processes
- Know what constitutes a SEN notional budget and how to access that information
- Know where to access support

### If you have any queries please contact:

Jennie Freeman ([jennie.freeman@norfolk.gov.uk](mailto:jennie.freeman@norfolk.gov.uk))

Places can be booked via SLA Online  
[www.S4S.norfolk.gov.uk/training](http://www.S4S.norfolk.gov.uk/training)

### Phase

All

### Audience

Headteachers, SENDCos, business managers, finance officers

### Trainer

Alison Toombs

### Date, Venue & course code

24/06/2021

Via Microsoft Teams

### Time

3:30pm to 5pm

### Cost

FREE to Norfolk Schools (subsidised by the Inclusion and Opportunity Service)