

Children's Services

Post 16 High Needs Funding Panel Mainstream School Sixth Form Applications

Terms of Reference and Procedure

March 2022

Role of the Post 16 High Needs Funding Panels

- To make decisions relating to funding students in post-16 placements where High Needs funding is required:
 - To consider new and continuing placement proposals for placements within local General Further Education Colleges, Sixth Form Colleges, Mainstream School Sixth Forms and ESFA 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 at least monthly.
- Dates will be published well in advance by the Education and Training Officer.
- A record of attendees will be kept.

Membership of the Panel (a quorum will be 2 members)

- Participation and Transition Strategy Manager
- Education and Training Officers
- Transition Lead
- Representatives from post 16 providers

- Guidance Advisers
- EHCP Co-ordinator

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 Participation and Transition Strategy Manager 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:

- Education Health and Care Plan (mandatory if there is one)
- Last Annual review (mandatory if there is an EHCP)
- 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

Education and Training Officer

Applications and associated evidence must be emailed through to hnp16@norfolk.gov.uk

Any queries please call on 01603 222390.

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

Data protection

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

Cases where funding is not agreed

Following the placement not being agreed, section I of the EHCP will be updated with naming a new placement and a copy of the plan will be sent to the parent carer and/or young person. For cases not agreed, parent carers and young people will be able to use mediation or appeal to SENDIST to resolve disagreements about the placement named in section I of the EHCP. Mediation gives everybody a chance to give their own views and listen to others. It is not confrontational, but looks for solutions that everybody can agree to. If a young person or parent carer wishes to appeal to SENDIST and not go to mediation they will have eight weeks from the date of the letter which names an education provider in section I of their final EHCP. All the details regarding appealing are provided in the letter which accompanies the EHCP.

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 month of the student leaving. The school sixth form will then recalculate costs and submit the revised costs to the LA.

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 in the students' file for audit purposes. (All student files are open to scrutiny.)
- Attendance at the meeting must be recorded.
- Panel decisions will be communicated to school sixth forms.

- It is the responsibility of the school to communicate with the student and their parents/carers if appropriate.

Appendices

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