

Short Term Contingency Funding Request Form

0-25 year olds without a statement of SEND or Education, Health & Care Plan

Purpose

For schools only: Short term contingency funding is available for SEND support interventions which cost over and above the £6,000 which is provided for young people in primary or secondary school under the school's block notional SEND Budget. Short term contingency funding is to enable the achievement of specified outcomes for the individual child through the provision of an enhanced school Local Offer for a time-limited period.

For early years and other non-school educational settings: Short term contingency funding is available for SEND support interventions that enable settings to meet a child's needs while waiting for an EHC Plan or help the setting prevent the need for an EHC Plan. Short term contingency funding is time-limited and there must be specific planned outcomes for the individual child or young person.

For all provider types: Funding will be agreed by the weekly EHC Panel for a time-limited period of up to a year. If a new EHC Plan comes into effect contingency funding will stop. Funding will be subject to moderation by representatives of the EHC Panel, usually a head teacher. Extensions for up to one additional year may be agreed by the High Needs Block Reference Group who oversee SEND spending for the borough's Schools Forum.

Process

For schools only: When a school submits a request for contingency funding the decision about whether to agree the request is based on provision of information that clearly indicates the school has used the £6,000 notional SEND budget to provide SEND support and that through exceptional circumstances and/or a lack of progress the school is seeking to provide an enhanced Local Offer of provision for a time-limited period.

For all provider types: The application and/or supporting information will demonstrate an 'Assess, Plan, Do, Review' approach to SEND support, with a clear focus on the achievement of outcomes for the child or young person. There will be evidence of parent/carer involvement in decision-making.

For all provider types: Completed forms contain sensitive personal information so must be returned via secure email (internal email or password encrypted). Please send applications to **Tri-Borough Head of SEND Casework & Commissioning: SEN@rbkc.gov.uk**

For all provider types: Requests submitted to the SEND Team (sen@rbkc.gov.uk) by secure email will be considered at the weekly EHC Panel. Membership of the Panel includes school representative(s). On the basis of the evidence and panel advice, the responsible Local Authority officer will either agree or reject the request. Contingency funding is time-limited and will be allocated for one, two or three terms.

Moderation for all provider types

All decisions regarding the distribution of High Needs Block short term contingency funding will be moderated by each borough's High Needs Block Reference Group to ensure oversight of the distribution of this High Needs Block.



Section 1 Provider details

| | | | | |
|--|-------------|---------|--|---------|
| Name of school/setting | | | | |
| Address and Postcode | | | | |
| Outcome of most recent Education inspection | | | Date of most recent Education inspection | |
| Which phase of education are you requesting funding for? | Early Years | Primary | Secondary | Post 16 |

| | |
|--|--|
| Name of person making this application | |
| Position | |
| Telephone number | |
| Email address | |
| Signed | |
| Date of application | |

Section 2 Child/young person details

| | | | |
|--|--|---------------------------------|---------------------------------|
| Child/Young Person: | | | |
| Date of birth: | | | |
| Address and postcode | | | |
| Date of admission: | dd/mm/yy | | |
| Gender | Male <input type="checkbox"/> | Female <input type="checkbox"/> | |
| Ethnicity code (use appropriate code from the list at the end of this form) | | | |
| For children of young people age 5 to 25 only: National Curriculum attainment to date (prior attainment level) | Reading | <input type="checkbox"/> | |
| | Writing/literacy | <input type="checkbox"/> | |
| | Numeracy | <input type="checkbox"/> | |
| | EYFS | <input type="checkbox"/> | |
| For children under 5 only: Early Years Foundation Stage Prime Area Ages & Stages Assessment | Personal, Social & Emotional Development | __ to __ months | Emerging / Expected / Exceeding |
| | Communication & Language | __ to __ months | Emerging / Expected / Exceeding |
| | Physical Development | __ to __ months | Emerging / Expected / Exceeding |
| Comments/ Additional information relating to educational achievement | | | |



| | |
|--|--|
| Nature of learning needs: e.g.: <ul style="list-style-type: none"> • speech, language and communication • cognition and learning • social, emotional, mental health • physical, sensory medical | |
| | Other (please specify) <input type="checkbox"/> |

Section 3. Details of provision currently in place

| SEND Provision Map <i>(please see example)</i> | | | | | | |
|---|-----------------|----------------------------------|-----------------------|---------------|--------------------|------------------------------|
| SEND support for(child's name) | | | | | | |
| at(school/setting name) | | | | | | |
| Intervention or provision | Area of need | Frequency & duration | Anticipated progress | Staff | Staff/pupil ration | Cost of pupil's SEND support |
| <i>READWRITE Inc One to One Phonics</i> | <i>literacy</i> | <i>Daily. 1 hr. 12 week prog</i> | <i>L 2a + minimum</i> | <i>TA LST</i> | <i>1:2</i> | <i>£780</i> |
| | | | | | | £ |
| | | | | | | £ |
| | | | | | | |
| Total annual cost of SEND support: | | | | | | £ |

Section 4 Provision Request

| | |
|---|---|
| In light of section 3, what contingency provision is requested by the school/setting? | What is the expected impact of the provision? What outcomes will be reached? |
| | |
| | |

Section 5 Equipment Request

| Equipment (if appropriate) accompanying evidence needed | |
|--|--|
| Please outline the child or young person's equipment needs, detailing for which items you are applying for funding. Explain what alternative options have been explored. | |
| Total education costs | |
| £ | |

Section 6 Reports/ assessments that have informed this request for funding

(Please attach copies of any education/health/social care assessments that are relevant to this application)

| Report/assessment | Date |
|-------------------|------|
| | |
| | |

Section 7 Please indicate child's ethnicity (optional)

| | | | |
|----|---|----|------------------------------------|
| 11 | Asian or Asian British - Bangladeshi | 20 | Mixed - White and Black African |
| 12 | Asian or Asian British - Indian | 21 | Mixed - White and Black Caribbean |
| 13 | Asian or Asian British - Pakistani | 22 | Mixed - any other mixed Background |
| 14 | Asian or Asian British - any other Asian Background | 23 | White - British |
| 15 | Black or Black British - African | 24 | White - Irish |
| 16 | Black or Black British - Caribbean | 25 | White - any other White Background |
| 17 | Black or Black British - any other Black background | 98 | Any Other |
| 18 | Chinese | 99 | Not known/ not provided |
| 19 | Mixed - White and Asian | | |

Signed:

Date:

Setting/School:



Progress Report; To be completed in 6 months and returned to SEND Team: SEN@rbkc.gov.uk

Name of Child/Young Person:

(Please explain how the outcomes have been achieved)

| Outcomes | Provision in place | Progress made |
|----------|--------------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signed:

Date:

Setting/School:

