Kirklees Early Years Special Educational Needs & Disability Inclusion Fund (SENDIF) & Early Years SEND Childcare offer 0-4 (SENDIF+)

Policy & Guidance for all Mainstream Early Years Providers

**February 2020**

# Purpose of this policy and guidance

The Department for Education requires all local authorities to have an SEND Inclusion Fund (SENDIF) to help to address the needs of children with SEND in early years settings. This policy sets out the conditions for receiving SENDIF and SENDIF+ funding support and provides guidance on the application process. This replaces the previous system of inclusion fund known as Access Funding.

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# What is SENDIF?

Every local authority **must** have a **SEND (Special Education Needs and/or Disability) Inclusion Fund** for all 3&4 year olds with special educational needs and/or a disability who are accessing their free early entitlement. The free early entitlement for 3&4 year olds is 15 hours per week over 38 weeks per year with up to an additional 15 hours per week for parents/carers who are working or in training.

The SEND Inclusion Fund **(SENDIF)** supports early years providers to meet the needs and support the inclusion of individual children with SEN and/or a disability. SENDIF is for emerging and lower level needs. Children with complex needs are funded through an Education, Health and Care Plan. As with other elements of early years funding, the statutory aspect of SENDIF should apply to children taking up their free early entitlement in any local authority. In Kirklees, SENDIF is also available for 2 year olds who meet the criteria for a free early entitlement of 15 hours per week over 38 weeks per year.

# What is SENDIF+?

Kirklees Council also have an enhanced non-statutory offer **(SENDIF+)** for Kirklees parents/carers who are working. This reflects the Council’s continued commitment to ensuring that Kirklees children have the best start in life through early support and making sure that Kirklees working parents and carers of young children with SEND are not disadvantaged in relation to incurring additional costs or experiencing difficulties with locating a setting. SENDIF+ can be requested for:

* 0-2s where parents/carers are working; and
* 3&4 years olds where work commitment exceed the 30 hour free entitlement.

# Which funding can be applied for

The level of support offered through SENDIF and SENDIF+ will depend upon:

* where the parents/carers live;
* the age of the child; and
* where the early years setting is.

The table below explains this in more detail.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **3&4 year old** **free entitlement 15 hours or up to 30 hours for working parents/carers** | **3&4 year old** **30 hours + (working parents)** | **2 year old** **free 15 hour entitlement** | **2 year old** **free 15 hour entitlement and parents/carers working 15 hours +** | **0-2 year olds working parents/carers** |
| **Kirklees residents** Attending a Kirklees setting | Kirklees SENDIF | Kirklees SENDIF+ | Kirklees SENDIF | Kirklees SENDIF+ | Kirklees SENDIF+ |
| **Kirklees residents** Attending a non-Kirklees setting | Other LA SENDIF | Kirklees SENDIF | Other LA SENDIF | Kirklees SENDIF+ | Kirklees SENDIF+ |
| **Non-Kirklees resident** Attending a Kirklees setting | Kirklees SENDIF | Refer to LA of residence | Kirklees SENDIF | Refer to LA of residence | Refer to LA of residence |

# Who can access SENDIF and SENDIF+?

Kirklees mainstream providers including:

* Pre-schools
* Childminders
* Private, voluntary and independent day nurseries
* In-school nurseries

Applicants must:

* be Ofsted registered;
* deliver the Early Years Foundation Stage curriculum; and
* adhere to their statutory duties as per the Early Years Foundation Stage Statutory Framework (2017), The Equality Act (2010) and the SEND Code of Practice (2015).

Applications are made using the relevant SENDIF application form which is submitted in line with the SENDIF Panel referral dates.

Please note that SENDIF is intended to contribution towards the costs of providing additional support to of enhance the staffing levels in the setting.

# Application requirements – guidance for settings:

This section sets out the requirements for any application for children already in settings, children about to start a setting and for the continuation of funding.

## Requirements for new applications for children *already in* settings

1. A referral to Kirklees Early Years SEN Support (EYSEN) or Sensory Outreach Support Services (hearing/visual impairment) must been made or be in the process of being made for an application to be considered. *Please note: the funding panel might wait for information from the outreach teams before making a funding decision.*
2. Applications must evidence through individual planning documents (Individual Education Plan / Additional Needs Plan) or a My Support Plan that the graduated approach (a model of action and intervention to help children with SEND) is embedded in practice and has been used to:
* **assess** and identify needs
* **plan** some targeted support above quality first practice
* **deliver** that support
* **review** and evidence impact
1. Parents/carers must be a partner in the process.
2. Applications must set out the provision that is in place already and any *additional* or *different* provision that is required to support the child.
3. Providers must have considered their duty under the Equality Act (2010) and have made *reasonable adjustments* for disabled children. This duty is anticipatory: it requires advance thought as to what disabled children may require to prevent disadvantage. All publicly funded early years providers **must** promote equality of opportunity for disabled children. This must be reflected in the application.
4. The supported child must present with SEN in at least 2 of the 8 strands of learning below:

|  |  |  |
| --- | --- | --- |
| **Communication & Language** | **Personal Social & Emotional Development** | **Physical Development** |
| 1. Speaking
2. Understanding
3. Listening and attention
 | 1. Self-confidence and self-awareness
2. Managing feelings and behaviour
3. Making relationships
 | 1. Moving and handling
2. Health and self-care
 |

## Requirements for children *about to start* a setting

* Some children will have needs that have been identified prior to their arrival in a setting but not necessarily evidenced through EYFS assessments. On such occasions it is anticipated there will be professional involvement from other agencies who will be working in partnership with the family and who will be able to offer information regarding the child’s needs that the applicant (the provider) can submit and this will include some guidance/information about the presenting needs. This may include health professionals (for example: physio / occupational therapy, speech and language therapist, paediatrician, play therapist), Sensory Outreach Services (VI/HI) and/or Kirklees Early Years SEN Support (EYSEN).
* Some children will already be known to EYSEN through Portage. On such occasions EYSEN can support applications for SENDIF and will offer evidence of need including summative assessment information linked to the prime areas.
* If children are not known to EYSEN a referral for outreach support **will be required**. *Please note: it may be that funding panel wait for information from the outreach visit prior to making funding decision.*
* For children new to settings, applications can be submitted outside of the panel dates to ensure children’s needs can be met and placement can be made in a timely and appropriate manner. These will be considered outside of the scheduled Panel meetings after which requests for continuation of funding will then fall into line with the termly cycle.

##  Requests for continuation of funding applications

* Submissions for continuation of funding will be made on a termly basis on *Application for continuation of SENDIF* form which requires a detailed outline of how previous funding has been used and the impact it has made to progress and development.

##  Submission of applications

* All paperwork must be complete and have parent/carer signature. Incomplete applications will not be considered at Panel and will result in a delay in a decision about funding and subsequent start date of funding.
* **SCHOOL settings** should UPLOAD completed application forms and supporting evidence through ANYCOMMS to **ChYPS EPS** clearly marking each document as SENDIF APPLICATION/ SUPPORTING EVIDENCE.
* **For non-school settings** applications need to be posted with sufficient postage to the address detailed on the application form). Alternatively, competed applications forms can be hand delivered to this address. Applications must be received by the deadline date for Panel.
* Settings are required to seek proof of employment from parents/carers where attendance patterns suggest that SENDIF+ may be a consideration by Panel, for example,
* For 3&4 year olds where attendance exceeds the statutory free entitlement of 30 hours for working parents/carers or exceeds the statutory 15 hours for parents/carers not eligible for the free 30 hours.
* For ‘vulnerable’ 2 years olds whose attendance exceeds the free 15 hour entitlement
* For non vulnerable 2s and 0-1 year olds attending for any period of time

* Funding is allocated on a term by term basis within the financial year (April 1st - March 31st).

**Funding agreed must be claimed within the financial year it is granted.**

##

## How decisions about funding are made

Alongside confirming that the conditions set out above have been met, the SENDIF Panel take the following factors into consideration when making a decision:

* the provision already in place is relevant and appropriate to the assessed needs
* how other funding such as Disability Access Fund is being used
* involvement of other agencies and implementation of advice given
* the hours of attendance
* why existing staffing is insufficient to meet the child’s need’s and the number of additional hours requested by the setting with reference to staffing ratios

Funding is a contribution to the support children receive as part of their quality first entitlement (SEND Code of Practice 2015) and is paid termly. This is based on a notional amount of additional staffing hours translated into a percentage of funding. The funds can be used flexibly to meet the individual support needs of the child.

Funding allocations are in line with EHCP funding of £10 per hour.

* SENDIF linked to the free entitlements (15 hours or 30 hours for working parents/carers) runs for the same period as the free early education funding, i.e., 38 weeks.
* SENDIF+ will be available for up to 48 weeks a year on the basis that it is anticipated there will be a minimum of 4 weeks holiday from provision each year pending confirmation of parent/carer work commitments from the setting.
* Long term absences for funded 2 and 3 year olds will be funded in line with FEEC payment policy.

## Notification of SENDIF Panel outcomes

Providers will be notified of the outcome of SENDIF Panel within 2 weeks of the Panel date.

## Payment of SENDIF

### PVI and Academy settings:

* Following the above an email will be sent from Kirklees Marketplace with the relevant purchase order number for the financial year within which the funding is being awarded.
* Funds agreed must be claimed within the financial year they are granted with final invoices being submitted by **23 March** to meet financial year end regulations.

 **Invoices sent after this date will not receive payment due to the fact they go beyond the financial year.**

* Invoices must contain the purchase order number, a unique invoice number generated by the setting and details of the hours and dates funding relevant to the funding being claimed.
* Invoices should be sent by email to **Kirklees Marketplace**, (address on the invoice template).

### Maintained settings:

* SENDIF Panel will send a letter to the setting confirming the amount and term of funding agreed along with the claim form.
* The completed claim form MUST be returned via ANYCOMMS clearly marking the claim form as SENDIF CLAIM FORM at the end of the funding period confirming the amount that is being claimed (based on attendance).
* **Funding will be journaled directly by Kirklees Finance Department.**

# Enquiries

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