

# SENDIF

## Guidance for making an application

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# The criteria and guidance

- There are two tiers of funding towards the cost of support. The criteria will guide you to what level of funding the child in your setting is entitled to.
- The guidance and examples will help you in completing the forms correctly
- [All information is available on our education website](#)

# Filling in the form

- Ensure you are using the correct form for the level of funding you are applying for, either Tier 1 or Tier 2
- Ensure each box is filled in with correct information- missing or incorrect information slows the process of application down
- The quality of information is more important than the quantity

# Filling in the form

- Ensure you have completed a clear cycle of plan, do, review. What has the impact been? If strategies have not worked what adjustments and amendments have you made?
- Ensure that you include any progress that the child has made in the application no matter how small the steps. Any progress does not 'count against you' in agreeing the funding

# Filling in the form

- Be specific in your assessment- is the child overall significantly behind if their physical development is on track?
- Ensure assessment information is consistent and in line with the development overview
- Establish clear communication between the person filling in the form and the person with the most knowledge about the child e.g., SENCo and teacher

# Filling in the form

- Ensure information is current. What is the development and needs of the child **now**?
- Be specific about how you are aiming to use the funding. How will it be used to support the needs of the **individual** child?

# Additional information

- Include any outside agencies that are involved with the child and family on the funding request form
- Include any recommendations made by outside agencies, how you have implemented these and what impact they have had
- For tier 2 include a report from a key agency as evidence of need

# Parental Consent

- Make sure the funding request form is signed by parents/carers as their consent is required before the application can be assessed
- If the child is eligible for 30 hours, make sure the code is included in the application



# Transition

If the child is not accessing their full entitlement of hours, make sure you provide

- A context and rationale for the reduced hours offer
- A realistic timeline for increasing their attendance to their full entitlement

An increase in hours should not be dependent on receiving funding for a 1 to 1

# Support

- Most children with SEND do not need specialist resources or enhanced staffing to be successfully included
- Whilst the safety of children is paramount, for most children with SEND, targeted intervention by an adult has more positive impact on progress than the constant presence of an adult

- Adults may be needed to increase the intensity of support or intervention, but this does not mean the child always needs 1:1 input
- If enhanced staffing is needed be specific about the reasons for this and the key times, it is required e.g., lunchtime

# Making applications for more than one child

- Proofread and moderate the funding request forms before sending
- If applying for more than one child be careful when copying and pasting between documents. We sometimes find the child's name is wrong on the request form

# The audience

- The panel is made up of a range of professionals. The Early Years Team reads each of the school cases and presents them to the panel
- If applications are clear, consistent, follow the guidance and include all the information requested they are quicker and easier to present and agree
- Please speak to your consultant if you need any help

# Feedback

We always aim to improve and streamline the process for applying for funding

If you have any comments or suggestions, please let us know

[learningandachievement@southwark.gov.uk](mailto:learningandachievement@southwark.gov.uk)

We do our best to respond where possible with improvements