Guidance on Exceptional Needs Funding

# Background:

Wokingham’s Inclusion Group was a headteacher-led panel representing each sector and phase of Wokingham’s family of schools. The Group, in partnership with the Local Authority oversaw the allocation of a ring-fenced budget of High Needs funding to support local schools and groups of schools for the purposes set out below.

As this group has since disbanded, these applications will now be heard through the SEN Panel, monitored by Children’s Commissioning with finances overseen by school’s finance. Please note there are no guarantees that this funding will be available as there is a finite budget allocated.

# **EXCEPTIONAL NEEDS FUNDING CRITERIA:**

Pupils with complex SEN may be entering the local education system for the first time (e.g. new arrivals in-borough or children who have been out of the school system) where there is clear evidence of a high level of need likely to result in the award of an Education Health and Care Plan (EHCP) BUT are at the start of the statutory process. In such cases additional resources may be urgently required in order that a school place can be made available.

Where the following criteria are met, applications for Exceptional Needs Funding will be considered:

1. A child, without an EHCP, entering the education system (at any phase) for the first time who has significant needs from the outset and who would not be able to access the setting without a high level of support.
   1. The level of needs must be such that there is a high likelihood the child will meet thresholds for an EHC Plan and in the application, this must be supported by at least one suitably qualified professional external to the school (this can include an assessment from one of Wokingham’s commissioned specialist outreach services provided by Addington School, Foundry College, or The Grove at Highwood Primary School).
   2. This funding can only be provided to pupils who attend school within Wokingham’s borders including those who are resident in other areas but attend schools within the area; High Needs Block funding is allocated to Wokingham to meet the needs of local pupils so in these circumstances the short-term funding is provided on the basis that meeting these pupil’s needs will be of benefit to the wider school community.

OR

1. A child from another Local Authority moving to Wokingham, without an EHCP, who exhibits a level of significant need from the outset and who may have begun the EHCP process in another authority prior to their move.

OR

1. A child within the education system for whom there has been a life-changing event that has significantly impacted their access to education/learning. (Schools will need to outline what this event is and how it has impacted the education/learning of the child.)

Application Form

EXCEPTIONAL NEEDS FUNDING APPLICATION

Application Deadline: Applications are welcome throughout the year to the School Finance Team here: <[schoolsfinancehelpdesk@wokingham.gov.uk](mailto:schoolsfinancehelpdesk@wokingham.gov.uk)> but please also send a copy to the Children's Commissioning Team <[ChildrensCommissioningTeam@wokingham.gov.uk](mailto:ChildrensCommissioningTeam@wokingham.gov.uk)>.

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| **School Name:** | |  |
| **School Address:** | |  |
| **Primary Contact:** | |  |
| **Contact Email:** | |  |
| **Contact Phone Number:** | |  |
| **Pupil Full Name** | |  |
| **UPN** | |  |
| **Date of Birth** | |  |
| **Year group** | |  |
| **Home LA?** | |  |
| **Placement Status (circle)** | | Full time or Part time |
| If part time indicate how many hours per week: | |  |
|  | | |
| **Of the criteria given above, which category does this pupil fall within? (tick more than one box if relevant):** | | |
| 1. This child is without an EHCP and is entering the education system (at any phase) for the first time; they display significant needs from the outset and who would not be able to access the setting without a high level of support. | | |
| **Tick:** | Please explain the context/circumstances that have led to the child entering the education system for the first time. | |
| 1. This is a child from another Local Authority moving to Wokingham, without an EHCP, who exhibits a level of significant need from the outset and who may have begun the EHCP process in another authority prior to their move. | | |
| **Tick:** | What stage is the EHC Request for Assessment up to? Has a request been submitted and if so, by whom?  Please explain the context/circumstances that have led to the child moving into the borough. | |
| 1. A child within the education system for whom there has been a life-changing event that has significantly impacted their access to education/learning. | | |
| **Tick:** | Please explain the context? What are the circumstances that have impacted on the pupil?: | |

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| **Additional Provision required to meet needs:**  You must demonstrate how the school’s £6,000 Notional SEN budget is being used in the costed and evaluated individual provision map below.  ENF is provided to top-up the required budget above and beyond the notional funding.  If applicable you must also clearly demonstrate the provisions being met through **pupil premium**. |
| * Please do not include any provision covered under reasonable adjustments or Quality First Teaching. * Please explain how you are using the school’s Element 2: School’s Notional SEN Budget of £6,000. * ENF is to contribute towards the shortfall between the school’s Notional SEN Budget and the required funding.  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Area of Need**  (Cognition and Learning, Communication and Interaction, SEMH or Physical &/or Sensory) | Need from SEND Support Plan | **Provision to meet need and achieve outcome** (what, when, how often, how long for and delivered by whom?) | Expected SMART short-term outcomes | Assessment method & Evidence | Cost & time  (Hourly rate x hours per week x weeks of intervention) | |  |  |  |  |  |  | |  |  |  |  |  |  |      |  |  |  | | --- | --- | --- | | Element 2 (Notional SEND Budget) | £6,000 | £ | | Current spend: | £ | £ | | Exceptional Needs Funding request above and beyond the notional funding = | £ |  | |

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| Head Teacher’s name | Head Teacher’s electronic signature | Date: |