

## SEN Inclusion Fund Terms and Conditions

This agreement is between Hounslow Council ('the Council') and the early years provider in relation to the use of SEN Inclusion Funding.

The allocation of SEN Inclusion Funding is subject to the early years provider submitting a successful SEN Inclusion Fund Request Form together with acknowledgement of having read the Terms and Conditions as set out below.

### Purpose of SEN Inclusion Funding

To ensure the inclusion of children with SEND accessing an early years provider in the London Borough of Hounslow.

To promote early intervention.

To enable children identified with SEND to achieve better outcomes.

To support the Local Authority to work with providers to address the needs of individual children with SEND.

To support the Local Authority to undertake their responsibilities to strategically commission SEN services as required under the Children and Families Act 2014.

### Who can request SEN Inclusion Funding?

Any Ofsted registered early years provider in the London Borough of Hounslow in receipt of government funding.

A request for SEN Inclusion Funding can only be submitted by the early years provider at which the child attends, or is due to start. Parents/carers or other professionals involved with the child cannot make requests for funding.

### How SEN Inclusion Funding is allocated

On a case-by-case basis.

In the form of a top up grant paid as a lump sum payment. The amount of this will be determined by:

- Level of need of the child
- Number of hours the child attends the setting each term
- Point in the term when request for additional funding is made.

Lump sum payment calculated on the number of hours per week a child attends the setting up to a maximum of 15 hours per week/570 hours per year (in line with government funding entitlements).

The top up grant can be managed as either a term-time or stretched offer arrangement.

### **What the SEN Inclusion Funding can be used for**

The funding should be spent solely on the purpose of inclusion and support for the named child as detailed in the SEN Inclusion Fund Request Form and it is the responsibility of the early years provider to decide how the funding will be used to achieve this.

The funding must be used as detailed in the '*What would the SEN Inclusion Funding be used for?*' section of the SEN Inclusion Fund Request Form.

It is a requirement that the early years provider will provide information on how they have used the SEN Inclusion Fund using Provision Maps (a link to the template is available on the Hounslow SEND Local Offer). A Provision Map should be completed for each period that a lump sum payment is given i.e., each term or part of a term depending on when funding requested.

### ***To build capacity within the setting with additional staffing to support specific interventions / strategies for the child with SEND***

If the funding is to be used to build capacity within the setting, the early years provider will be responsible for the recruitment and employment of any additional staffing.

If the funding is to be used to build capacity within the setting's current staffing, the early years provider must keep documentation (e.g., staff rotas / deployment maps) to demonstrate how support has been provided beyond the required staff to child ratios as requirement of Early Years Foundation Stage (EYFS).

Funding for '*one to one*' support is not available and early years providers should not state in requests that '*child requires one to one support for the time they are at setting*'. Therefore, decisions about staffing allocation should not be made on the assumption that funding levels will cover this cost.

Interventions / provision delivered by the additional staff member(s) must be specific to the needs of the individual child and should include targets within current targeted plans and/or recommendations

based on advice from professionals for that period of funding.
Funds to cover additional adult costs if a child is absent for a period of more than two weeks cannot be guaranteed. Parents should be informed that periods of absence beyond this may result in return of funds being requested and any committed funds not being paid.
Interventions / provision specific to developing self-care / independence skills should only be included if it has been agreed as a target towards current targeted plan and/or based on advice of professionals for that period of funding.
Interventions / provision specific to supporting a key period during the session, e.g., transition, should only be included if it has been agreed as a target towards current targeted plan and/or based on advice of professionals for that period of funding.
Any activities / strategies that are additional to or different from those provided as part of the setting's usual EYFS practice / offer due to the child's additional needs.
<b><i>Specialist or one-off training to upskill whole team or staff member(s) linked to the individual child's needs</i></b>
Any training included in funding costs <u>must</u> be specific to meeting the individual needs of the child and/or recommended by a professional working with the child that SEN Inclusion Fund has been requested for.
If funding is to be used to commission a local SEND specialist / external trainer to provide on-site training, then evidence of the costs of the trainer must be available on request.
If the funding is to be used to pay for a member of staff to attend training, then the early years provider will be expected to provide evidence of costs, attendance and/or certificates from the training session(s).
If the funding is to be used to provide supply cover / agency staff to release a member of staff to attend training, then evidence of these costs should be available on request.
<b><i>Purchase of resources / equipment to support specific interventions /strategies</i></b>
If the funding is to be used to purchase resources / equipment this should be specific to the needs of the child that SEN Inclusion Fund has been requested for and should be based on current interventions / strategies and/or advice from relevant outside agencies.
The early years provider will be expected to keep copies of receipts / invoices for resources / equipment purchased and produce this / these on request.

When making a request for SEN Inclusion Fund, if you tick that the funding is only to be used to purchase resources / equipment please provide a description, cost and total amount of funding required. SEN Inclusion Fund will only be allocated for one off purchase for these resources with no additional payments committed for remaining period of academic year.

### **Other**

The funding can be used to cover the cost of a risk assessment and/or moving and handling training where the child has moving and handling needs. The early years provider will need to include the cost of these on the SEN Inclusion Fund Request Form or send an email via [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk) to request this funding.

The funding can be used to cover the cost of insurance for specialist equipment that has been recommended by a specialist and/or professional e.g., Occupational Therapist or Physiotherapist. The early years provider will need to include the cost of the insurance on the SEN Inclusion Fund Request Form or send an email via [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk) to request this funding. The early years provider will be expected to keep evidence of policy document.

Childminders may make a request for SEN Inclusion Funding to reduce child to adult ratio to be able to provide support for the inclusion of a child with SEND. The total cost of this should be included in the request.

### **What the SEN Inclusion Funding cannot be used for**

To cover any cost of placement.

To increase the number of hours that the child attends the setting.

For staffing costs to cover staff to child ratios as requirement of Early Years Foundation Stage (EYFS).

For staff training costs that are not specific to supporting the needs of the child that funding is being requested for.

For supply cover / agency costs to release staff for training that is not specific to supporting the needs of the child that funding is being requested for.

For purchase of general resources and/or equipment that an early years provider would be expected to have in their setting to provide high quality provision.

For purchase of assessment toolkits and/or developmental checklists.

For purchase of general ICT equipment e.g., laptop, iPad or mobile device.

For time taken for observations, assessments and/or updating trackers.

For administration tasks and/or preparation time for meetings.

For attendance at meetings.

For tasks relating to follow up on actions from meetings.

### **Making a request for SEN Inclusion Funding**

Before making a request for SEN Inclusion Funding the early years provider must ensure that the request for funding is discussed with the parent/carer and that they agree to proceed with the request and the sharing of information. *It is the responsibility of the early years provider to keep a record of this agreement.*

The child for which SEN Inclusion Fund is being requested, should be registered and attending the early years setting / on roll in the school, or have a confirmed start date within a four-week period. Exceptions will be made on proposed start date if this cannot be confirmed pending delivery and set up of specialist equipment and/or completion of a risk assessment/health care plans.

Before making a request for SEN Inclusion Funding the early years provider should check the SEN Inclusion Fund Eligibility Criteria to ensure that the child meets this.

To make a request for SEN Inclusion Fund, the early years provider must complete and submit a SEN Inclusion Fund Request Form. A link to this form is available on the Hounslow SEND Local Offer – SEN Inclusion Fund page. This is the only means by which a funding request will be considered.

All sections of the form should be completed in full, with accurate and current information.

The information provided in the request on level of need and assessment information should be accurate and current using Birth to 5 Matters non-statutory guidance for the EYFS (Updated 2024).

If the child is known to any professional / specialist services, it is expected that supporting evidence should be provided to support the request.

The request should clearly detail how the funding will be used with identified priority areas.

If a request for SEN Inclusion Fund is being made only for resources / equipment, the description of resource(s) / equipment, cost per item(s) and total cost of resource(s) / equipment being requested must be clearly stated.

If a request for SEN Inclusion Fund is being made under the section 'Other', additional information on reason and cost being requested must be clearly stated.

The early years provider is responsible for complying with the General Data Protection Regulations (May 2018) and confidentiality regarding any child's details that they store.

Deadline dates for submitting requests for each SEN Inclusion Funding Panel are available on the Hounslow SEND Local Offer.

The completed SEN Inclusion Fund Request Form along with any supporting evidence should be sent in pdf format, password protected, to [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk). Please refer to the bottom of the form for information on posting documents.

Submissions after the specified date / late requests will not be accepted and will automatically be deferred to the next available SEN Inclusion Fund Panel.

On receipt, eligibility and form content checks will be made.

If child meets eligibility and form has been completed accurately and in full, a notification email will be sent to the early years provider confirming receipt of the request with information on the date of the next SEN Inclusion Fund Panel at which the case will be presented.

If declined, a notification email will be sent to the early years provider confirming receipt of the request with information on the reason why it has been declined. This may be that the child is not eligible to access the funds or that there is missing content/fields on the SEN Inclusion Fund Request Form.

Any SEN Inclusion Fund agreed is time limited to within that academic year. If a child remains eligible to access the fund in the following academic year, a further request for funding will need to be made.

The purpose of the SEN Inclusion Fund Panel that takes place in July is to consider requests for funding for children due to stay at current provision / start a new provision, who are eligible to access SEN Inclusion Funding. If funding is agreed, the setting will need to confirm that the child has started in September before any payments are released.

If a request for funding is made in the following academic year, the SEN Inclusion Fund Panel will consider the request based on current information provided in the SEN Inclusion Fund Request Form and supporting evidence and no assumption should be made that the request will be agreed and/or level of funding will be the same as in the previous academic year.

## SEN Inclusion Funding Panel

Decisions on whether funding will be allocated or not will be made by a SEN Inclusion Funding Panel.

The SEN Inclusion Funding Panel meets three times each term (with an additional Panel in July of each academic year) to consider requests for SEN Inclusion Funding.

The SEN Inclusion Funding Panel is made up of professionals with specialism in Early Years and SEND. Representatives from early years providers are welcome to attend panel meetings.

Panel members will read and consider all the information and supporting evidence provided as part of the request.

Decisions on allocation of funding will be based on information provided on the SEN Inclusion Fund Request Form of level of needs with supporting evidence from outside agencies against band threshold descriptors / guidance.

The decision on the amount of the top up grant is final and no amendments will be considered within the period of the allocation of the top up grant. Please note any requests to reconsider funding allocation based on additional supporting evidence that is provided after the deadline for submitting paperwork will not be considered.

The outcome of the request will be emailed to the early years provider within seven working days. This is the only means by which the provider will be informed of the panel's decision.

It is the responsibility of the early years provider to inform parents/carers of the outcome of the SEN Inclusion Fund request.

If request for funding is agreed, it will be allocated for a set period which will be stated in the SEN Inclusion Fund Panel Decision Sheet.

If request for funding is declined, the reason for this will be stated in the SEN Inclusion Fund Panel Decision Sheet. If the request is declined due to lack of information and/or evidence, the request can be resubmitted at a later date with additional supporting evidence.

SEN Inclusion Funding will not be back dated.

Panel meeting dates are available on Hounslow's Local Offer.

## Payment of the top up grant

Following an agreement to fund decision from the SEN Inclusion Fund Panel, payment of top up grants will be made to the early years provider in the form of a lump sum payment via BACs (for Childminders and PVIs) or via School Transfer (for schools).

Top up grants agreed at a panel in the first half period of a term will be for a lump sum payment for the whole term (up to a maximum of 190 hours per term).

Top up grants agreed at a panel in the second half period of a term (i.e., after half term week) will be for a lump sum payment for half a term only (up to 95 hours for the half term period).

Any subsequent committed lump sum payments will be paid at the beginning of each term.

Any top up grant / lump sum payments will only be made up until the end of each summer term period / end of academic year.

## If SEN Inclusion Funding is not used

If the funding, or any part of the lump sum payment, is not used for the purpose for which it was intended, as outlined in the request form, then it is expected that the early years provider will return the full and/or part of the lump sum payment before the end of the period that top up grant has been offered.

The Early Years SEN Team must be notified via [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk) if there is any underspend of the funding allocated due to a change in circumstances.

If the funding is no longer required, the early years provider must notify the EY SEN Team as soon as possible via [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk) stating the date when funding no longer required along with the reason for this.

Parents/carers should be advised that funding may be removed if attendance is poor for a significant period e.g., more than two weeks in any one term.

Any return of funds should be returned by BACS to London Borough of Hounslow, no later than the end date of period for which it was paid. Email [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk) for further account / sort-code details.

## SEN Inclusion Fund Review Document and Provision Maps



At the end of each academic year in which funding has been accessed, the early years provider will be required to complete a SEN Inclusion Fund Review & Provision Map Document to evidence how the funding has been used and to provide information on child's progress.

Provision Maps should also be completed for each term in which funding has been provided and these should be returned along with the SEN Inclusion Fund Review Document. SEN Inclusion Funding Review & Provision Map documents for the committed periods of funding are sent out to early years providers along with the SEN Inclusion Funding Decision Sheet following the outcome of SEN Inclusion Funding Panel.

The deadline date for return of the SEN Inclusion Fund Review Document and Provision Map(s) will be stated in the SEN Inclusion Fund Panel Decision Sheet that is emailed following SEN Inclusion Fund Panel agreement to provide funding.

Early years providers will be expected to keep a record of when the SEN Inclusion Fund Review and Provision Maps documents need to be completed and returned.

It is the responsibility of the early years provider to share information with the parent/carer on how the SEN Inclusion Fund has been used.

The SEN Inclusion Fund Review and Provision Map(s) documents should be completed and returned via email to [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk) by the stipulated deadline date.

If there are any queries raised in relation to the use of SEN Inclusion Funding, the early years provider may be asked to submit Provision Map(s) at the end of each term before any future committed funds are paid.

Failure to submit the SEN Inclusion Fund Review and Provision Map(s) documents by the stipulated deadline date may result in future requests for funding not being considered.

### **Monitoring use of SEN Inclusion Funding**

The early years provider will be required to make available any records / documents on request by an EY SEN Team member or auditor as part of systems for monitoring the use of SEN Inclusion Funding. Payment of funding may not be honoured or may be recalled if this evidence is not available.

The early years providers should keep registers of attendance for a child in receipt of SEN Inclusion Funding and make this available on request.

If SEN Inclusion Funding has been used to recruit an additional member of staff, then the early years provider will be expected to keep a register of their attendance and make this available on request.

If SEN Inclusion Funding has been used to build capacity within the setting's current staffing, the early years provider must keep documentation (e.g., staff rotas / deployment maps) to demonstrate how support has been provided beyond the required staff to child ratios as requirement of Early Years Foundation Stage (EYFS).

If SEN Inclusion Funding has been used to purchase resources/equipment, evidence of receipts or invoices must be made available on request.

Monitoring visits in PVI's will be carried out as part of SEND Planning and Review visits by the Early Years SEN Advisory Teacher and/or Early Years SEN Inclusion Quality Improvement Advisor.

Monitoring audit visits for Childminders will be carried out by a member of the EY SEN Team.

In maintained settings, the Headteacher and/or SENCO are responsible for monitoring to ensure that the SEN Inclusion Funding is being used for the purpose it has been given. Random monitoring / audit visits may take place by a member of the EY SEN Team.

### **If the child attends more than one setting**

If the child attends more than one setting, requests can be made by both settings but funding will only be considered up to the maximum of 15 hours per week/570 hours (or 30 hours if eligible for 30 hrs working families entitlement) per year across both settings.

### **If the child is eligible for 30 hours Early Education Entitlement**

Decisions on how much top up grant to allocate for a child in receipt of 30 hours working families entitlement will be made as a discretionary arrangement and will be dependent on the child's level of need.

If a child in receipt of 30 hour working families entitlement is accessing more than one provision and both settings request SEN Inclusion Funding, the agreed funding will be allocated accordingly depending on which provision is offering the universal offer / extended offer.

### **If there is a change in hours of attendance**

If the child increases their hours of attendance during a period of funding, and the early years provider is seeking additional funding (up to a maximum of 15 hours per week or 30 hours per week – if eligible) they should email [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk) providing information on number of hours the child now attends and date when this change commenced.

If the child reduces their hours of attendance during a period of funding, the early years provider should inform the EY SEN Team by emailing [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk) providing information on the number of hours the child now attends and date when this change commenced. This may lead to a reduction / reclaim of top up grant.

### **If the child has an Education, Health & Care Plan (EHCP)**

If a child has an Education, Health & Care Plan (EHCP) they will not be eligible to access SEN Inclusion Funding.

If a child is undergoing an EHC needs assessment, a request for SEN Inclusion Funding can be made although funding will cease if/once an EHCP has been finalised.

Funding for an EHCP is arranged and accessed via the SEN Team.

It is the responsibility of the early years provider to inform the EY SEN Team (via [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk)) of the date that the EHCP has been finalised naming their setting. This will be the date from when SEN Inclusion Funding will cease. This may lead to a request for return of funds depending on the point in the term when EHCP finalised.

### **If the child leaves a setting**

It is the responsibility of the early years provider to inform the EY SEN Team (email to [seninclusionfunding@hounslow.gov.uk](mailto:seninclusionfunding@hounslow.gov.uk)) as soon as possible if a child leaves the setting and the date that this takes place. This may lead to a request for return of funds.

Where funding has been used for additional staffing, there will be a two-week notice period from the child's last day of attendance for when funding will cease. This may lead to a request for return of funds.

Funding is in respect of the child in the early years setting that they currently attend and will not automatically apply to another setting.

If the new early years provider wishes to make application for the funding, they will need to make a request by submitting a SEN Inclusion Fund Request Form. A link to this form is available on the Hounslow SEND Local Offer – SEN Inclusion Fund page.