

EY SEND Inclusion Fund (SENIF) Guidance

Waltham Forest's Early Year SEND Inclusion Fund (SENIF) supports early year provisions in carrying out their statutory duties set out in the EYFS framework and SEND Code of Practice through the allocation of additional funding for individual children with moderate, significant or complex developmental delay or special education needs.

The SENIF panel sits on a monthly basis and it includes nominated professionals from LBWF Early Years, Childcare and Business Development Team, Early Help Team and Disability Enablement Service as well as health professionals from NELFT. There are also memberships for the early years, childcare and school sector. For more information regarding the panel's purpose and membership, refer to the document '[SENIF Panel Terms of Reference](#)' available on [The Hub](#).

The purpose of this guidance is to answer any questions the sector may have about making an application for SENIF funding, including the SENIF panels dates (Appendix A) and details on how to fully complete the application form (Appendix B).

Who can access SENIF?

All private, voluntary, independent (PVI) early years settings (including registered child minders), primary schools with nurseries and nursery schools can apply if the child:

- is in receipt of free early education entitlement
- attends a Ofsted registered setting in Waltham Forest (this includes children who live out of borough but attend a setting in Waltham Forest.)
- attends a DfE registered school in Waltham Forest (pre reception aged children only, this includes children who live out of borough but attend a setting in Waltham Forest.)

In exceptional circumstances, LBWF Early Years Home Visiting Service can apply if a place has been agreed with a childcare provision, however it should not be assumed that funding will be agreed as the panel will make the final decision. The place **MUST NOT** be offered on the condition of receiving funding.

When should a SENIF application be made?

The setting should have adopted the graduated approach as outlined in the SEND Code of Practice to support the child by assessing, planning, doing and reviewing the child's individual needs and SEN support – during this process parents should be informed and for PVI settings the allocated Area SENCO must be made aware.

A range of external support (e.g. health, children and family centres, SEND Success, Area SENCOs, All Talk and Early Help) should have been accessed. Also, any funding available (e.g. EYPP, DAF, deprivation element of early years funding formula payment) must have been applied for and used to support the child's additional needs if eligible.

Once the setting's SENCO has utilised the graduated approach and accessed a package of support and for PVI settings this has been discussed with the allocated Area SENCO – an application for SENIF can be made. The settings SENCO must ensure this is evident in the application. **An application for SENIF funding SHOULD be made before or alongside an application for an EHCP.**

Applications must be submitted by the end of each month to be considered 2 weeks later at the SENIF panel – for exact dates refer to Appendix A of this guidance. The form will be returned to the referrer if all sections are not fully completed. The referrer will be given a week deadline to make necessary amendments and resubmit this form.

Submissions after the specified dates in appendix A will not be accepted. Late requests will be deferred to the following panel meeting. It is the settings responsibility to ensure the documentation has been successfully delivered to EYSEND.Panel@walthamforest.gov.uk.

What funding can be applied for?

Settings can apply for educational psychologist reports, additional hourly rate top up funding and one off lump sum funding.

Educational Psychologist Reports

An educational psychologist report includes a visit from an EP who will assess the child's development and additional needs at the setting and recommend interventions to support the child. This will include discussions with the setting and the child's parents. An EP report must be submitted as part of the settings application for additional hourly rate top up funding. To receive an educational psychologist visit the 'EY SEND Inclusion Fund (SENIF) Application Form' must be fully completed and evidence of the graduated approach must be submitted (e.g. My Early Years Support Plan and a costed provision map).

Additional Hourly Rate Top Up Funding

Once an EP report has been received, the setting must submit an updated application form and supporting evidence of the child's identified additional needs and developmental delay. The additional top up funding is based on the overall level of need and amount of hours the child attends the setting.

One-off Lump Sum Payment

Settings can apply for specialist or one-off training to upskill whole team or staff members or to purchase of resources to support specific interventions/strategies. Applications for training to cover training costs will only be considered where the requested training is not available through Waltham Forest training package (Visit The Hub for further details of available training). Any resources requested through SENIF must be above and beyond what is expected in every early years setting. To be considered for this funding evidence of costing must be submitted with the application.

What is the application process?

For PVI's, all SENIF applications **MUST** be discussed and agreed with the settings allocated Area SENCO. The application must be fully completed and all supporting documentation should be submitted alongside this. The SENIF application must first be shared with the settings allocated Area SENCO to be reviewed before being submitted to EYSEND.panel@walthamforest.gov.uk.

For schools and childminders, the application must be fully completed and all supporting documentation should be submitted alongside this. This will be reviewed by a member of the Early Years, Childcare and Business Development Service. If the application is not fully completed it will be returned to you with comments and a date of when it must be resubmitted to be sent to panel. Any resubmissions not received by the set date will not be accepted for panel that month and will have to wait for the following month.

All SENIF applications that are fully completed by the necessary deadline will be considered at the following SENIF panel. Details of how to fully complete an application can be found in Appendix B of this guidance.

What supporting documentation should I send?

Settings should send **ALL** documentation regarding the child's additional needs.

Compulsory documentation includes:

- Educational Psychologist Assessment - SEND Support plan must be submitted with application.
- Additional Top Up Funding - EP report and SEND Support plan must be submitted with application.
- Lump sum payment - evidence of costing must be submitted with application.

Additional documentation could include:

- 2YO Health Review ASQ3 report (if completed and obtained by parent)
- Health Professional Reports
- Early Years Home Visitor Support Plan
- Assessment of Child at setting
- Early Years 2 year old Progress Review (Statutory assessment)

How are the decisions made and when are we notified of the outcomes?

Decisions are made on a case by case basis and are based on the evidence detailed in the application form and the documentary evidence submitted. The decision to approve an educational psychologist report is made by the SEND team in the Early Years, Childcare and Business development service. Outcomes of these decisions will be sent 5 working days after the date of the panel.

For all other funding requests, panel members will read and consider all the information and supporting evidence submitted. In the form of Additional Hourly Rate Top Up Funding and One-off Lump Sum Payment, the amount of this will be determined by:

- Level of need and developmental delay of the child
- Number of hours the child attends the setting weekly
- Application form and evidence submitted

The SENIF panel can approve or refuse applications based on the above. The settings will receive a SENIF Decision form within 5 working days of the panel. The decision of the amount of funding is final and no amendments will be considered within the period it has been agreed. It is the settings responsibility to ensure the panel's recommendations are implemented and parents/carers are informed.

What are the Additional Hourly Rate Top Up Funding Levels and what are they based on?

The Additional Hourly Rate Top Up Funding approved will be based on the child's developmental delay in the three prime areas of the EYFS. Children who have 0-6 months developmental delay will be expected to be supported in the setting through the graduated approach.

Children who have a developmental of 7 months or higher in one of more of the prime areas can access the Additional Top Up Funding at Levels from 1 to 4 based on the level of delay. Funding will be based on the area with the most developmental delay. Details of this can be found in the table below.

DEVELOPMENTAL DELAY	SENIF FUNDING LEVEL	EARLY YEARS FUNDING FORMULA	TOP UP PER HOUR	TOTAL	TOTAL FUNDING BASED ON ATTENDANCE (15hrs)
0 - 6 Months		£5.00	-	£5.00	-
7 - 12 Months	Level 1	£5.00	£3.00	£8.00	£45.00
13 - 24 Months	Level 2	£5.00	£5.00	£10.00	£75.00
25+ Months	Level 3	£5.00	£7.00	£12.00	£105.00
Profound and Multiple Learning Disability	Level 4	£5.00	£10.00	£15.00	£150.00

The level of developmental delay will be based on the settings most recent assessments (outlined on the SENIF Application form) and the EPs assessment outlined in their report.

How can a continuation of funding be applied for?

Additional top up funding may be approved for 1 or 2 terms at which point the setting may submit a updated SENIF Panel application form or should consider applying for an EHCP. For PVI's this should be discussed with the settings allocated Area SENCO. For schools or childminders, if they would like to discuss the next steps regarding funding for the child they can contact the SEND team of the Early Years, Childcare and Business Development team by emailing EYSEND.Panel@walthamforest.gov.uk.

When and how do I receive the SENIF approved amount?

A decision from will be sent to the referrer within 5 working days of the panel. Additional Top Up Funding is paid monthly.

The setting will see any SEND payments on their remittance slip. It will usually come with a description as "SEND top-up for (child's initials) for (the period e.g. August 19)". The payments are made on monthly basis. Based on the start and end date on the approval form, any missed payments will be backdated in the next payment run the following month. These payments will be reconciled at the end of term.

Appendix A Panel Dates

Referrers must send the 'SENIF Application Form' and any supporting evidence to EYSEND.Panel@walthamforest.gov.uk in accordance with the dates below for their application to be considered at the panel that month.

2019	
Deadline for application to EYSENDPanel Inbox Friday two weeks before panel	SENIF Panel Second Friday of two full weeks into the month
4 th January 2019	18 th January 2019
1 st February 2019	15 th February 2019
1 st March 2019	15 th March 2019
29 th March 2019	12 th April 2019
3 rd May 2019	17 th May 2019
31 st May 2019	14 th June 2019
28 th June 2019	12 th July 2019
2 nd August 2019	16 th August 2019
30 th August 2019	13 th September 2019
4 th October 2019	18 th October 2019
1 st November 2019	15 th November 2019
29 th November 2019	13 th December 2019

2020	
Deadline for application to EYSENDPanel Inbox Last Day of the previous month	SENIF Panel Second Friday of two full weeks into the month
31 st December 2020	17 th January 2020
31 st January 2020	14 th February 2020
28 th February 2019	13 th March 2020
31 st March 2020	17 th April 2020
30 th April 2020	15 th May 2020
31 st May 2020	12 th June 2019
30 th June 2020	17 th July 2020
31 st July 2019	14 th August 2020
31 st August 2020	18 th September 2020
30 th September 2020	16 th October 2020
31 st October 2020	13 th November 2020
30 th November 2020	18 th December 2020

Appendix B

Completing the SENIF Application Form

Below is information on how to fully complete each section of the SENIF application form. When submitting the application form to the EYSEND.panel@walthamforest.gov.uk the referrer must ensure:

- All sections are fully completed and sent electronically.
- The application must be signed by the parents.
- Where there is a check box (e.g.) double click on the box to mark it as checked.
- Any evidence the setting has detailing any support from any service should be submitted.
- Applications should be sent through Mimecast, they will not be accepted if submitted through egress.

Section 1 Referrer Details	
The referral should be made by the setting where the child is attending the childcare provision. In exceptional circumstances the child's lead professional (e.g. EY Home Visiting Service) where a place has been agreed by the childcare provision – the place MUST NOT be offered on the condition of receiving funding.	
Name of school/childcare provider and DfE/Ofsted registration number	
Referrers name and job role	
Email address	

Section 2 Child's Details			
Child's Full Name	Gender	D.O.B	Age in months
Address and postcode			

Section 3 Child's Home Life	
When providing details in this section be sure to include areas that are working well within the child's home life and areas where there may be difficulties in the child's home life, if there are any difficulties as this is not always the case.	
Provide details of the child's home life and families background	

Section 4 Child at Setting													
Select the free early education eligibility (FEEE) of the child – the child MUST be eligible for this to apply for this funding - the child's eligibility code must be included as detailed on the EY Pupil Register. Double click on the relevant box – change default setting from not checked to checked. The attendance hours will determine the amount of funding awarded per week so ensure these are entered correctly.													
FEEE Eligibility	2YO FEEE 15hrs <input type="checkbox"/> 3YO FEEE 15hrs <input type="checkbox"/> 3YO FEEE 30hrs <input type="checkbox"/>												
Start date at setting	Eligibility Code <i>must be included</i>												
Attendance hours	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Tues</th> <th style="width: 10%;">Wed</th> <th style="width: 10%;">Thur</th> <th style="width: 10%;">Fri</th> <th style="width: 10%;">Weekly Total</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Mon	Tues	Wed	Thur	Fri	Weekly Total						
Mon	Tues	Wed	Thur	Fri	Weekly Total								

Section 5 Child's SEND Status	
If answering Yes to any question in this section – the information next to this must be completed or N/A written. Double click on the Yes/No boxes – change default setting from not checked to checked. The child's SEND diagnosis must have documentation from a health professional stating this diagnosis – this must be submitted with the application. Both diagnosed and undiagnosed children are eligible for SENIF. Include all referrals made to health and the dates these were made – the date is important to know the time expected for the child to receive an appointment. A EHCP referral may be made the same time as the SENIF, including the date informs the panel of how long it will be until the decision to issue an EHCP has been decided. Please note in the majority of cases SENIF must be applied for before an EHCP.	
Has a referral been made to health?	Yes <input type="checkbox"/> No <input type="checkbox"/> Health service and date of referral
Does the child have a SEND diagnosis?	Yes <input type="checkbox"/> No <input type="checkbox"/> SEND Diagnosis <i>Evidence to be sent</i>
Has an EHCP referral been made?	Yes <input type="checkbox"/> No <input type="checkbox"/> Date of EHCP referral

Section 6 EYPP, DLA & DAF Funding Eligibility	
Double click on the Yes/No boxes – change default setting from not checked to checked. EYPP eligibility must be checked if the child is 3 or 4 years old before the application is submitted – also include the date this was checked. Disability Living Allowance may have been applied for by the parent – if the child is in receipt of this and is aged 3 or 4 years old the setting can apply for Disability Access Funding which is an annual amount of £615. If the child is eligible for EYPP or DAF it must be outlined in Section 7 how this funding was used.	
Is the child eligible for EYPP?	Yes <input type="checkbox"/> No <input type="checkbox"/> Date of EYPP check <i>must be checked</i>
Has an application been made for DLA?	Yes <input type="checkbox"/> No <input type="checkbox"/> Date of DLA application
Is the child in receipt of DLA?	Yes <input type="checkbox"/> No <input type="checkbox"/> DLA Level High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
Has DAF funding been applied for?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 7 Services and Activities Accessed

As detailed on the application list **ALL** of the activities and services the family and the setting are accessing to support the child. This includes everything outlined below – this is vital to demonstrate a package of support is being access to support the child's development. **See examples written below for further ideas.**

List services/activities that are or have been accessed by the family and the setting.

Stay and Play, Somewhere to Belong, HENRY, Wood Street Health Centre, Health – SaLT/SACC, EY Home Visiting Service, Staff training, Children and family centres, parent groups, Early Help, recreational groups/activities – **add rows as necessary.**

Activity/Service	Service Provider	Dates	Frequency	Costing	Funded by
SACC Appointment	Health	03/04/19	Once	Free	Free
Parent SEND Group	Nursery	Ongoing	Monthly	Free for parent – nursery pays practitioner to facilitate	EYPP
Support Chair	Nursery	N/A	N/A	£350	DAF
Swimming Sessions	Parents	Ongoing	Weekly	£5	Parents
Stay and Play Sessions	Children and Family Centre	Ongoing	Every Monday	£1	Parents
SALT Group	Health	11/02/19 – 31 /3/19	4 sessions once a week	Free	Free
Home visit	Early Help and EY Home Visiting Service	Began 21/1/19 and going	Fortnightly	Free	Free
Staff Training – Using Visual Supports	LBWF – EP Service	5/5/19	Once	£350	Nursery

Section 8 Current Level of Development in the EYFS Prime Areas – in line with [Development Matters](#)

Based on the settings most recent assessments of the child's development complete the information below on the child's development in the three prime areas of the EYFS (**see example below**). When providing a summary of concerns – include a brief outline of what the child is currently able to do and what are the areas they need support in.

Write developing, working, secure and mark X in the developmental level for each prime area	Developing - Working - Secure	0-11	8-20	16-26	22-36	30-50	40-60
Communication and Language	Developing		X				
Physical	Working			X			
Personal, Social and Emotional	Developing		X				

Summarise the concerns regarding the child's development in the three prime areas.

Section 9 Funding

Select the funding being applied for, double click on one of the boxes – change default setting from not checked to checked.. Additional Top Up Funding will be determined by the amount of hours the child attends the setting weekly and the overall level of need. An Educational Psychologist Visit and Report is costed at £350 by Waltham Forest and this will be paid directly to the LBWF EP Service. Any requests for a Lump sum payment must include evidence of the costing through either screen grabs or quotes. Please note, no retrospective payments will be made – the funding must firstly be approved by the panel. Make sure a rationale is included on the use and impact of the funding.

Funding being applied for	<input type="checkbox"/> Educational Psychologist Assessment <i>Support plan must be submitted with application</i>
	<input type="checkbox"/> Additional Hourly Rate Top Up Funding <i>EP report, support plan and provision map must be submitted with application</i>
	<input type="checkbox"/> One-off Lump sum payment <i>evidence of costing must be submitted with application</i>

Write a rationale of what the funding will be used for and the expected impact for the child receiving funding.

Section 10 Parental Consent

The parent must sign the application as proof of consent to share the information with the local authority and to apply for further funding. Any applications not signed will not be considered by the SENIF panel.

By signing this document, I consent to:

- the information contained in this report and the attached reports to be shared with the Local Authorities Early Years and Childcare Team and SEND Inclusion Fund panel in order to apply for additional funding to support my child.
- sharing my child's information with relevant education and health services professionals for the purpose of obtaining a full package of advice and services that my child might need.

Parent/Carer Signature		Date	
Parent Full Name		Relationship to child	
Parent/Carer Contact details	Telephone	Email	