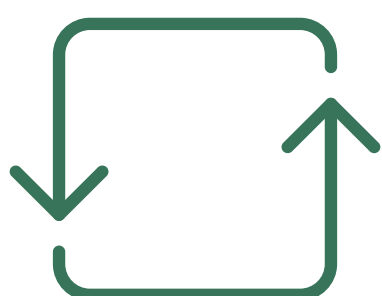


# Applying for Special Educational Needs Inclusion Fund (SENIF)



## BEFORE APPLYING

The early years provision must use the graduated approach to support all children's individual learning and development in a fully inclusive environment. Working together with parents/carers and professionals a My Early Years Support Plan should be written and implemented if any developmental delay is identified.

## DECIDING TO APPLY

During the implementation of the graduated approach and My Early Years Support Plan - if it is clear the child's learning and development needs require further interventions which are above and beyond an inclusive environment - an application for SENIF must be considered. To be eligible for SENIF the child should be taking up their free early education entitlement (FEEE) and have a developmental delay of over 6 months.



## GETTING READY TO APPLY

A SENIF application form must be fully completed and all documentation regarding the child's learning and development should also be gathered. This must include My Early Years Support Plan and should also include documents such as reports from health professionals. Parents/carers must be informed of the SENIF application and sign the application form.

## APPLYING

Send each application to [EYSEND.Panel@walthamforest.gov.uk](mailto:EYSEND.Panel@walthamforest.gov.uk). The applications will be considered within 10 working days from date of submission, the referrer will receive a SENIF Decision Form with the outcome of the application. For the application to be considered within this timeframe: the SENIF Application Form must be fully completed and a completed up-to-date SEND Plan must be submitted. If documents are not fully completed this may delay the consideration of the application and the start date of the funding.



## APPLICATION



The **SENIF application** will be considered by the **Early Years, Childcare and Business Development Service**. Each application is considered on an individual basis and considers the child's developmental needs and the early years provision. Funding may be approved for 1,2 or 3 terms and further recommendations will also be shared with the early years provision via the **SENIF Decision Form..**

## OUTCOME OF APPLICATION

A **SENIF Decision Form** will be sent to the applicant outlining the approved funding amount and funding period. The payments will be on the early years provisions remittance slip and are paid monthly. It is the early years provisions responsibility to ensure the funding is being spent to support the individuals learning and development. If the funding period is due to end - a **SENIF Review Form** must be completed with updated documentation and resubmitted.



**For further information about the SENIF Process or to download the SENIF application forms visit:**  
[thehub-beta.walthamforest.gov.uk/early-years-send-funding](https://thehub-beta.walthamforest.gov.uk/early-years-send-funding)

