

SEND Services, Wood Street Health Centre, 6 Linford Road, Walthamstow, London, E17 3LA

Ask for: Eva Gunkova
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Direct line: 020 8496 6548
Ref: EG/KR
Date: 5 November 2020

Dear Headteacher/SENCO,

EHCP pupils on dual roll at the Hawkswood Group

This letter is to consult you on our proposals concerning pupils on dual roll.

Pupils with EHCPs on roll at Hawkswood Group are placed and funded through SEND Panel, however, some pupils who attend Hawkswood may do so on **a part time basis** and funding for the EHCP should be shared between the two schools.

This also applies for those pupils placed by FAP without EHCP at the time of FAP decision, whilst in assessment process for an EHCP.

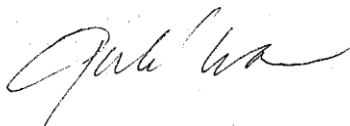
We propose that from 1 January 2021 the following process is implemented:

1. The Hawkswood Group to identify pupils on dual roll and add to the monthly EHCP return to the Local Authority's Education Finance Team.
2. The SEND Service to work with Education Finance to ensure the EHCP funding is appropriately split between schools.
3. Payment of Top Ups to be made monthly.
4. Further discussions to be held between schools, to ensure both settings use the funding for pupils with EHCP whilst at their respective setting.
5. SENCOs to inform SEND officers about all pupils with EHCP about changes to their provision and when they start accessing Hawkswood Group.

Please let me know by 30 November 2020 if you have any questions, comments or objections to these proposals.

Thank you for your co-operation.

Yours faithfully



**Eva Gunkova - Assistant Director
Waltham Forest Special Educational Needs and Disabilities Service (SEND)**

CC - David Kilgallon, Director for Systems and Learning

