

TITLE OF REPORT: Mainstream Special Educational Needs and Disabilities (SEND) Funding

Purpose of the Report

1. To bring to Schools Forum the proposal to implement a new process for schools to apply for additional High Needs Block (HNB) funding that require support above the level of the mainstream school allocation, notional SEND and top up funding.

Background

2. There are a number of schools in Gateshead that have a higher-than-average number of children who either have or are in the process of obtaining an education health and care plan (EHCP).
3. This can put pressure on a school's budget, and therefore this procedure has been developed with a small working group of head teachers and officers from the Special Educational Needs and Disabilities Team to provide support for inclusive schools.
4. To apply for funding schools must demonstrate that they have a high proportion of children either with an EHCP including children that are currently being assessed for an EHCP and that this has put pressure on their school budget.
5. Each application will be challenged and reviewed on an individual basis and outcomes of applications will be brought to Schools Forum to note.
6. Due to conflicting priorities and pressures, applications for funding for 2021/22 will still be accepted before the Easter break as the timeline in the proposed procedure has already lapsed.
7. A copy of the draft procedure is in appendix 1.

Proposal

8. It is proposed that Schools Forum approves the procedure in appendix 1 for schools to apply for additional funding where they have a high level of children with or being assessed for an EHCP and meeting the needs of these children is putting pressure on their mainstream budget.

Recommendations

9. That Schools Forum approves the procedure in appendix 1 and notes that outcomes of any applications will be brought to Schools Forum to note.

For the following reasons: -

- To support inclusive mainstream schools

Carole Smith Ext. 2747

Appendix 1

Draft

Date March 2022

Mainstream SEND Funding

Contents

- 1) Purpose**
- 2) Scope**
- 3) Procedure Steps**
- 4) Appendix 1 Provision Map**
- 5) Appendix 2 Funding Application Form**

1) Purpose

To provide the process by which schools can apply for additional High Needs Block (HNB) funding for children in mainstream schools that require support above the level of their mainstream allocation, notional special educational needs and disabilities (SEND) and top up funding. This procedure is not for children that attend a mainstream support base or a special school/pupil referral unit.

2) Scope

This process is for all mainstream schools that have children with an education and health care plan (EHCP) and/or going through the process of apply in for an EHCP.

To apply, a school must demonstrate that they have an existing high proportion of children with EHCP's including children that are currently being assessed for an EHCP.

Schools can only apply for this additional funding where they have a projected carry forward of less than 2% of their mainstream budget plus pupil premium and can demonstrate that it is the high proportion of EHCP children that is putting their budget under pressure.

This process is for Gateshead children only. For children that are not Gateshead residents the home local authority should be approached for additional funding.

3) Procedure Steps

- An application for the full financial year must be submitted by February half term, e.g., for the financial year April 2021 to March 2022, the application will be made February 2022.
- School is concerned with the child's progress and engages with EducationGateshead/other professionals – this must be evidenced.
- A child in a mainstream school is identified as having SEND and their needs are assessed.
- School has a correctly costed provision map for each child (appendix 1). An Excel form can be obtained via email from SEND Team. senteam@gateshead.gov.uk
- Schools to provide information on the class and or tutor groups of the children / grouping of children within school.
- School Budget team can provide Post MFG per pupil funding for individual schools
- Schools must provide evidence that their budget is under pressure and that carry forward is projected at less than 2% of their mainstream budget and pupil premium.
- For academies, a copy of last statement of accounts (if not yet published) and the projected management accounts for the next 31 August will be taken into account.
- Governing body meeting minutes where the application for additional funding has been discussed and the governing body has agreed to make an application under the set criteria.
- The amount of funding to be applied for must have individual costings and a rationale for the requirement of the additional funding
- School submits an application for additional funding above the total of mainstream funding plus notional SEN, plus top up (appendix 2). An Excel version can be obtained from School Budget Support.

- SEND Team / School Budget Support will review the application form and check the funding allocations
- School will be contacted to request any missing information
- All information provided will be reviewed by a panel which will be formed from, but not limited to, at least one person from the following groups
 - Special Educational Needs and Disabilities Team
 - School Finance
 - School Member of Schools Forum/experienced Gateshead head teacher
 - Inspection Team
- All panel decisions will be reported to Schools Forum
- The applicant can appeal the panel decision to a subgroup of Schools Forum whose decision will be final.
- The process will adhere to SEND Panel recommended levels of support
- Funding will be allocated on a financial year basis.

Appendix 1 Provision Map

| | |
|------------------------|----------------------------------|
| SEN High Needs Funding | Please Complete All Yellow Boxes |
|------------------------|----------------------------------|

| | |
|----------------|--|
| Childs Name | |
| School | |
| School Contact | |

| | |
|---------------|--|
| Date of Birth | |
| Year Group | |
| SEN Stage | |

| |
|---|
| Please provide any further information in the box below |
| |

| SEN Provision Details | | | | | | | | | |
|-----------------------|------------------------|--|------------|---------------|------------|-----------------------------------|---|------------------------|----------------|
| No | Provision/Intervention | EHCP Outcome/Statement Objective being addressed | Staff | Hourly Rate | Group size | Number of Weeks (39 if Full Year) | Length of Provision /Intervention (Hours) | Number of Times p/week | Total |
| X | <i>EXAMPLE</i> | <i>EXAMPLE</i> | <i>TA3</i> | <i>£18.39</i> | <i>3</i> | <i>39</i> | <i>0.5</i> | <i>5</i> | <i>£597.68</i> |
| 1 | | | (dropdown) | £0.00 | | | | | |
| 2 | | | (dropdown) | £0.00 | | | | | |
| 3 | | | (dropdown) | £0.00 | | | | | |
| 4 | | | (dropdown) | £0.00 | | | | | |
| 5 | | | (dropdown) | £0.00 | | | | | |
| 6 | | | (dropdown) | £0.00 | | | | | |
| 7 | | | (dropdown) | £0.00 | | | | | |
| 8 | | | (dropdown) | £0.00 | | | | | |
| 9 | | | (dropdown) | £0.00 | | | | | |
| 10 | | | (dropdown) | £0.00 | | | | | |
| TOTAL | | | | | | | | | £0.00 |

Notes & Guidance

- ~ Please include any relevant professional assessments
- ~ Please include a timetable to show how the Provision/Intervention has been arranged - a decision on your application may be delayed without this
- ~ The Hourly Rate and Total Cost cells will automatically calculate once the provision details are complete
- ~ Provision must be linked to an objective within the Statement or an outcome in the Education Health Care Plan
- ~ The Length of Provision /Intervention (Hours) column should be shown as a decimal (i.e. 30 minutes = 0.5)

Appendix 2

| Funding Application Form | | | | | | | | | | | | | |
|--|---------------------|------------|----------------------|---------------------------------------|-------------|---------------|--------------------------|--------------------|---------------|-------------------------|-------------------|--------------------|-------|
| Pupil UPN | Start Date (if New) | Year Group | EHCP Support (hours) | School Support (not included in EHCP) | Top Up Band | Annual Top Up | 21/22 Post MFG Per Pupil | Notional SEN/pupil | Total Funding | Total cost of Provision | Annual Difference | Amount Applied For | Notes |
| 390example | 02/09/2021 | R | 15 | 1 | 5 | £2,824 | £4,260 | £6,000 | £13,084 | £14,000 | -£916 | -£534 | |
| 390example | | 3 | 20 | 10 | 4 | £5,651 | £4,260 | £6,000 | £15,911 | £24,730 | -£8,819 | -£8,819 | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Total | | | | | | £8,475 | £8,520 | £12,000 | £28,995 | £38,730 | -£9,735 | -£9,353 | |
| Total Notional SEN Budget | | | | | | | | | | | | | |
| Revenue Balance previous 31 March/August 31 | | | | | | | | | | | | | |
| Projected Balance next 31 March/August | | | | | | | | | | | | | |