**Early Years SEND Inclusion Funding (SENDIF) Process 23/24**

All children may experience challenges with their learning at some point and for most children, these difficulties can be overcome with support from EY practitioners and parents/carers.

However, children with SEND need additional or different help to be able to learn.

The Early Years Inclusion Funding (SENDIF) is part of the graduated response; its aim is to support early intervention through promoting inclusion and equal access for children with special educational needs (SEND).

Children with SEND who are eligible for 2-, 3- and 4-year-old Free Entitlement Funding (FEF) can access this funding.

**A child must be attending their full FEF entitlement of 15 hours or 30 hours on receipt of SENDIF.**

 If a child needs a more intensive level of specialist help that cannot be met from the resources already in place (including the SENDIF) then EY settings may then wish to apply for an Education, Health, and Care (EHCP) needs assessment.

 **A child does not have to be in receipt of SENDIF for settings to apply for an EHCP needs assessment.**

**Please complete the relevant SENDIF application:**

**Initial SENDIF Application** (Appendix A)**:** for a child who has been identified as needing additional support through the graduated approach.

**Review of SENDIF Application** (Appendix B)**:** for a child who is already in receipt of SENDIF and you are requesting the funding continues on the same Band or you are requesting a higher or lower Band.

**Anticipatory SENDIF Application** (Appendix C)**:** for **Exceptional Circumstances Only**, where the child has significant SEND and there is supporting evidence of the child’s complex needs or where a child with SEND is transitioning from another early years setting and where there is evidence of a graduated approach.

**Remember:**

* A written signature from a parent or person with legal responsibility for the child must be on the application form.
* The deadline for SENDIF applications is 5pm on the submission date. (see below for the dates)
* Attach evidence and assessments to support the SENDIF application.
* Evidence presented must be legible.
* Consultation with your EYQO for SEND is highly recommended to support your SENDIF application.
* Refer to the Banding descriptors (Appendix F)
* Send the completed forms to SENDIF@tameside.gov.uk via egress.

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|  SENDIF dates 23/24  |
| Application Deadline (THURSDAY 5pm) | Meeting Date (Friday) |
| 05/10/2023 | 13/10/2023 |
| 30/11/2023 | 08/12/2023 |
| 25/01/2024 | 02/02/2024 |
| 14/03/2024 | 22/03/2024 |
| 09/05/2024 | 17/05/2024 |
| 11/07/2024 | 19/07/2024 |

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| **EYQO – SEND –** September 2023  |
| **Special Educational Needs Disabilities Support**  |
| **EYQO - SEND** | **Catherine Soutter**catherine.soutter@tameside.gov.uk  | **Helen Smith**helen.smith@tameside.gov.uk  | **Julie Gallagher** julie.gallagher@tameside.gov.uk  |
| **Area for PVI Settings, Schools & Childminders** | **Ashton + Hyde** | **DDA + Hattersley** | **SDM + Longdendale**  |
| **\*Please note****Settings belonging to a ‘chain’ within Tameside are supported by one named EYQO for consistency.** |

**Band Descriptors** (Appendix F):will support you to identify which Band of funding you are applying for.

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| **Band** |
| **Band 1** £1,580 per annum (PA) for 30 hours£790 PA for 15 hours | **Band 2**£3,162 PA for 30 hours£1,581 PA for 15 hours | **Band 3**£5,269 PA for 30 hours£2,635 PA for 15 hours | **Band 4**£7,904 PA for 30 hours£3,952 PA for 15 hours |

**SENDIF Outcome Notification** (Appendix E):Following the SENDIF Process Meetings you will be contacted with the outcome of the decision. This will include whether SENDIF will be given, the band given and how long it will be provided for. If SENDIF is not given, comments from the meetings will be provided explaining why this has happened.

Early Years settings are welcome to contact sendif@tameside.gov.uk or their Early Years Quality Officer if they would like more information and guidance following their application.

**SENDIF Payments**

PVI settings and Schools will receive SENDIF Payments, in time for the child to access their Fulll, Free Entitlement Funding (FEF) at the start of term or ½ term following the SENDIF Process Meeting. Children with SEND in the Early Years are entitled to 15 or 30 hours FEF.

*(payments will be pro-rata for schools)*

**Notification of SENDIF Payment Changes** (Appendix F)

If a child is in receipt of SENDIF and there is a **change in their provision**, the Early Years setting must inform:

 Pupil Support Services - senteam@tameside.gov.uk

 and

SENDIF sendif@tameside.gov.uk .

This will ensure amendments to payments can be made in a timely manner**.**

Please compete Notification of SENDIF Payment Changes (Appendix G)

* If there is an increase in a child’s FEF entitlement from 15 hrs to 30 hours
* If here is a decrease in a child’s FEF entitlement from 30 hrs to 15 hours
* If the child is transitioning to alternative early years provision and their SENDIF has been agreed for additional terms. i.e. support the child in nursey class.

**Review process:** SENDIF will be given for a set period (1 term, 2 terms or 3 terms)

* Please complete a REVIEW SENDIF Application Form, if you require the funding to continue after the end date or you are requesting an increased or decreased Band.
* EY settings will need to evidence the impact of the current level of SENDIF.

**Invitation to Observe a SENDIF Process Meeting**

Three guests are invited to observe the SENDIF Process Meeting

* 1 - guest from the PVI workforce
* 1 – guest from a school
* 1 – health practitioner

Guest visitors have given, positive feedback following their attendance at a SENDIF Process Meeting. Improvement suggestions have also been welcomed. The comments made by guests have informed the SENDIF Process. Thank you to all those who have taken part so far.

 If you would like to attend a SENDIF Process Meeting, please email:

 sendif@tameside.gov.uk

 **Thank you for your continued cooperation.**

