## Special Education Needs - Early Years

## Form A: Request for Additional SEND Funding

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| Guidance on completion: | |
| Sections 1, 2, 3, 4, 5, 6, & 9 | To be completed for all children |
| Section 7 & 10 | Additional information required if this is an application for a child who has not previously received additional SEND funding. |
| Section 8 & 11 | Additional information required if this is an application for continuation funding |

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| **1. Setting information** | | | | | | | | | |
| **Setting Name** |  | | | | **Email** |  | | | |
| **Manager Name** |  | | | | **Telephone** | |  | | |
| **SENCO Name** |  | | | | **AEN Adviser** | |  | | |
| **Date child joined the setting** | |  | | | **Is this a re-submission?** | | | |  |
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| **Is the child in receipt of Disability Access Fund (DAF)?** | | | **Yes/No** | Has an EHC Plan been submitted? | | | | **Yes/No (if yes date applied for)** | |
| **Date of last SENCO Learning Network Meeting attended by your SENCO/Manager** | | | | | | | |  | |

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| **2. Child information** | | | | |
| **Child’s Name** |  | | | |
| **Date of Birth** |  | | **Age** |  |
| **Child’s Address** |  | | | |
|  | | **Postcode** | |  |

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| **3. Identified needs** | | | |
| **Broad area(s) of need** | | | |
| Communication and interaction |  | Social, emotional and mental health |  |
| Cognition and learning |  | Sensory and/or physical needs |  |
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| **Background information (Max 250 words)** | | | |
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| **4. Other agencies working with the child / referral made** | | | |
| **Name** | **Service** | **Additional information** | **Date of referral** |
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| **Evidence how you have implemented advice and guidance from external practitioners:** | | | |
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| **5. Child Attendance** | | | | | | | | | | | | |
| **Days child attends the setting** | | **Monday** | | **Tuesday** | | | **Wednesday** | | **Thursday** | | **Friday** | |
| **Number of hours**  **per day** | |  | |  | | |  | |  | |  | |
|  | | | | | | | | | | | | |
| **6. Category of funding requested (*Please tick one)*** | | | | | | | | | | | | |
| **Category 1** |  | | **Category 2** | |  | **Category 3** | |  | | **Category 4** | |  |

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| **7. Give brief details of what additional funding would be used for** | | | | |
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| **8. Details of previous Additional SEND Funding awarded for this child** | |
| **Period covered** | dd/mm/yy to dd/mm/yy |
| **Amount awarded** |  |
| **Category of funding awarded** | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Category 1** |  | **Category 2** |  | **Category 3** |  | **Category 4** |  | | |
| **What was the funding used for?** |  |
| **How can you evidence progress?**  e.g. developmental milestones prior to funding compared to that recorded at the end of the previous funding period) |  |

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| **9. Parents - Comments and consent** | | | |
| It is important that parents’ views are included in the requests for additional funding. Some parents like to write their own comments whilst others feel their views are represented in the request. However, we do need parents to sign that they agree to a request being made. | | | |
| ***Parent/carer comments*** | | | |
| ***I / We agree to the application for additional SEN funding and give consent to share relevant information regarding my child with other services involved.*** | | | |
| **Signed (Parent/Carer)** |  | **Date** |  |
| **Signed**  **SENCO / Manager** |  | **Date** |  |

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| **10. Application Pack Checklist (**for all initial applications)  The following documents must be submitted with all initial applications: | |
| Either: | All of the following:   * Person Centred Review / 4+1 review (current and previous reviews) * Individual Plans (current and previous plans) |
| Or: | * A fully completed [SEN Support Plan](https://www.oldham.gov.uk/downloads/file/5236/sen_support_plan) (For guidance on completing the document see [Guidance notes for completion of SEN Support Plan](https://www.oldham.gov.uk/downloads/file/5389/guidance_notes_for_completion_of_sen_support_plan) |

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| **11. Application Pack Checklist** (for continuation funding only) |
| Attach updates as relevant. I.e. professional advice; evidence of child’s progress (e.g. learning journals, Tapestry record, CHAPS document (section B or D), or most recent Person Centred Review / 4 + 1 Review, and current/previous evaluated Individual Action Plan.  Where a **SEN support plan** has been updated since the last submission for funding, the updated version must be included in the application. If there have been no updates to the **SEN support plan** already submitted then this does not need to be included. |

Please return fully completed applications via Rochdale Road Reception to:

The Free Entitlement Team**,**

Level 4, Civic Centre,

West Street,

Oldham, OL1 1UT

**Email:** [Early.Years@oldham.gov.uk](mailto:Early.Years@oldham.gov.uk)

**Telephone:** 0161 770 3163