



SEND additional funding application form Guidance booklet – F2 and above

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Introduction

From September 2022 all **new** SEND additional funding application will be made using a online form. This guidance booklet supports the online application process.

The guidance does not apply to **re-application** at this stage and further guidance will be issued in Summer term 2023.

As the application process is now electronic, all supporting documentary evidence will need to be saved appropriately and uploaded to the application form. Therefore, it is recommended that:

- Electronic folders are created for each child or young person, containing their SEND information.
- Documents for upload are saved using the naming convention detailed below.
- Files are saved as PDF and within the [file size limit](#) (5 MB max)

Once application form has been started, the progress can be saved at various stages.

Naming conventions for uploads to the E3 / SENIF application forms

When uploading documents to support your application, the following naming conventions will make it easier for you and the receiving panel.

Uploads will have to be downloaded and bound into a single pdf document. This will then be uploaded into the pupil's electronic record and distributed to panel members.

- Number your attachments in the order in which they are uploaded to the application form – this will help ensure that the uploads appear in the right order for panel and when you view them in Case Viewer.
- Enter the child or young person's initials.
- Enter the child or young person's DOB in the format ddmmyyyy.
- Enter the name of the document that you are uploading – this will help you view the documents in Case Viewer after you've submitted your application.

Examples of naming conventions for the parent's views and timetable for Nicola Grey – DOB 03/06/2015

- 01 NG 03062015 Parent View
- 02 NG 03062015 Timetable

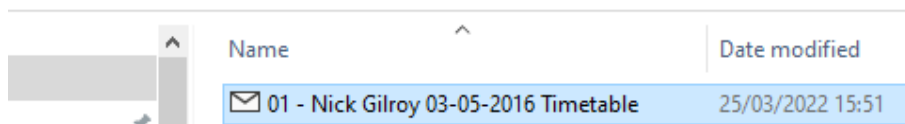
Please do not upload documents with the duplicate file names – the system cannot prevent this but may cause issues when the documents are downloaded and important information may be missed when the application is distributed to panel.

File size limit

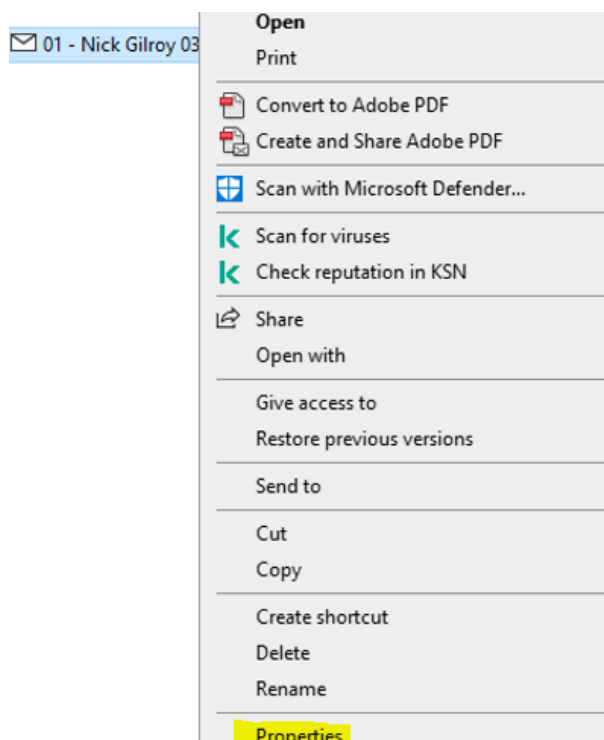
Document to be uploaded have file size limit of 5 MB, therefore please be mindful that your documents only contain the relevant information. If the file is larger than 5 MB, you may need to speak to your IT Technicians or choose a different file.

To check your file size:

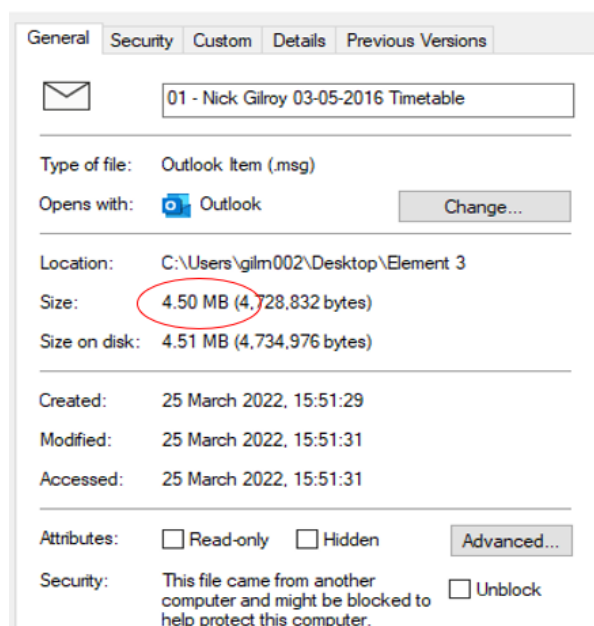
1. Find the folder the file is saved in



2. Right click the file and click properties



3. The file size is displayed.



Application form location

The SEND additional funding application form link is:

- https://my.leicester.gov.uk/service/Element_3_or_senif

In the first instance the My Leicester Account landing webpage will open. This will prompt you to login or register an account.



Before you begin

Sign up for an account to manage your service requests and accounts with us. Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests and accounts.

Sign up now

➔ Log in

Logging on to the form

Before you can complete the SEND additional funding application form, you must first log in to your My Leicester account. This uses the same email and password for SEND Referrals.

If you currently do not have a My Leicester account, you must register by clicking 'Sign up now' and complete your details.

Check your email inbox for the link sent to you to activate your My Leicester account.

Thank you for signing up for an account with Leicester City Council

Your account has been created and you can login after you have activated your account.

Please click [here](#) to activate your account.

If the above fails to open please copy and paste the below url into your browser.

Tab 1: About this form

This section explains the purpose of the form, provides a glossary of terms and outlines what information you will need to continue making an application. See [Appendix 1](#) for a screenshot of the full text displayed within this tab.

Information needed

To help you prepare, you will need the following:

- Views of children and young people and their parents/carers
- Best Endeavours and Reasonable Adjustments (BERA) Framework audits
- Pupil tracking data
- Attainment data
- Exclusion data
- Individual pupil provisional map
- Pupil's current additional provision timetable
- Proposed timetable
- External agency reports
- Attendance data
- Minutes of relevant meetings or reviews
- School assessment/observations
- Relevant medical information/reports

Next step

You will be prompted to select one of the following application types – **only select new** at this point.

- New application (from September 2022)
- Reapplication (Summer term 2023)

Add a new application

Enter the child level information as prompted on the form.

The date of birth entered will generate either a SENIF or Element schools funding application.

Schools will trigger SENIF applications for pre-school/F1 children.

Application type *

New application ✓

Reapplication

Enter the postcode or street name for the address of the child or young person *

If you cannot find the address when searching by the street name, try to search by the postcode.

LE3 5HG ✓

Please select the address *

Fosse Centre Library Mantle Road, Leicester ✓

☐ The address is not listed

Child's name *

Joe Bloggs ✓

Child or young person's date of birth *

01/01/2015 ✓

To continue with this application please click the Search button below and then click Next

Search

✕ Cancel

Save

After entering the details of the child, press **Search** button, this will trigger the '**Next**' button to move on to the next page. This step is added to remove the risk of duplicate applications for the same child.

To continue with this application please click the Search button below and then click Next

Search

Search complete please click next to proceed with this application

✕ Cancel

Save

Next >

Tip – Save the application form at regular intervals by pressing the Save button on the form.

Tab 2: Applicant details

This section requests the details of the person making the application. This should be a lead professional (e.g., SENCo).


Enter the details as prompted, press “Save” and then press “next” to progress with the application.

Please enter applicant details

Full name of applicant *	<input type="text" value="Molly Mcilveen"/>	✓
Professional Role *	<input type="text" value="SENCo"/>	✓
School/Setting *	<div><div>Setting</div><div>School</div></div>	✓
Name of school *	<input type="text" value="Abbey Mead Primary Academy"/>	✓
Applicant phone number *	<input type="text" value="01164546868"/>	✓
Applicant email address *	<input type="text" value="molly.mcilveen@leicester.gov.uk"/>	✓
Date of application	24/08/2022	

◀ Previous

✕ Cancel

 Save

Next >

Tab 3: Child or young person's details

This section requests child level information. The information required differs depending on the year group of the child (e.g., pre-school, F1, F2, year 5 etc).

Enter the child level data as prompted, press "Save" and press "next" to progress with the application.

Please enter child's details below

Pupil ID number	<input type="text"/>	
First name *	<input type="text" value="Lewis"/>	✓
Last name *	<input type="text" value="Brown"/>	✓
What is the child's sex? *	<input checked="" type="button" value="Male"/> <input type="button" value="Female"/>	✓
Is the gender identity of the child the same as the sex registered at birth? *	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	✓
	<input type="text" value="White"/>	✓
	<input checked="" type="button" value="British"/> <input type="button" value="European"/> <input type="button" value="Irish"/> <input type="button" value="Other"/>	✓
Date of birth	<input type="text" value="30/08/2019"/>	
National curriculum year pupil is currently in *	<input type="text" value="Preschool"/>	✓
Address	<input type="text" value="1 Attenborough Close, Braunstone Town, LE3 3UD"/>	
Does the child already attend your school/setting? *	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	✓
Start date at setting/school *	<input type="text" value="13/09/2021"/>	✓
Child's attendance level for the current term *	<input type="text" value="97"/> %	✓
	Please provide this as a percentage %	
Number of sessions the child attends each week *	<input type="text" value="4"/>	✓
Number of hours the child attends each week? *	<input type="text" value="8"/>	✓
Does the child speak English as an additional language? *	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	✓
What is the preferred language? *	<input type="text" value="English"/>	✓
Is the child known to social services or Early Help? *	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Unknown"/>	✓
Name of social worker/family support worker if known	<input type="text" value="Sandra Bell"/>	✓
Is the child a 'Child Looked After'? *	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	✓
Does the child receive a 2 year Funded Early Education Entitlement place? *	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	✓
Is the child at a	<input checked="" type="button" value="Setting"/> <input type="button" value="School"/>	✓
Name of setting *	<input type="text" value="Busy Bees - Leicester City"/>	✓

Tab 4: Child or young person's views

This section collects the views of the child by asking the following questions:

- What do you enjoy at home?
- What do you enjoy at school?
- What could be better at home?
- Who helps you at home?
- What could be better at school?
- Who helps you at school?
- What helps you at school?
- what could help you more at school?
- What job or jobs would you like to do when you are an adult?
- Where would you like to live when you are an adult?

Enter the child's response into the relevant question box and the name of the person who asked the questions. Any documentary evidence can be uploaded which applicable.

Save and press "next" to progress with the form.

Tab 5: Parent/carer views

This section should only be completed after a discussion has taken place with the person who has parental responsibility of the child.

Enter the parent level information as prompted, add a summary of their views and upload any documents (where applicable)

"Save" and press "press "Save" and press "next" to progress with the application.

You must discuss this application with a person with parental responsibility for the child before submitting this form.

Relationship to child *

Other

✓

Carer

Name of person with parental responsibility
application was discussed with *

Kara Smith

✓

Email address of person with parental
responsibility

Kara.Smith@email.co.uk

✓

Summarise the person with parental responsibility's views regarding the support they feel their child needs? *

Lewis loves to be creative and is content to build and play with staff members but struggles greatly when in larger groups.
Noise level can be an issue and so Lewis finds it helpful to make use of quiet spaces in the house and at nursery.

238

✓

If you have captured the person with
parental responsibility's responses on a
document or in a file please upload

Drop files here to upload -

upload

Uploaded: 0 of 1

Do you want to add the details of a second
parent/guardian? *

Yes

No

✓

Previous

Cancel

Save

Next

Tab 6: BERA

From September 2023 BERA 3 uploads are mandatory. No application will be accepted without them. BERA Audit forms for the whole school, all needs and specific needs are available on Schools Extranet <https://schools.leicester.gov.uk/beraaudits>.

Until then you can choose 'no' and proceed. Any visits by the Quality Inclusion Team to quality assure a referral would require evidence of BERA documentation for the child or young person.

If you do have BERA evidence, select "yes" and upload the BERA evidence in format currently used. Save and press "next" to proceed with the form.

About this formApplicant detailsChild or young person's detailsParent/Carer viewsYour settingBERASpecial educational needs/disabilityAttainment and progress dataOther professional involvementOther evidence/documentationSupport and interventionsSummary

Inclusive Practice (BERA) Audit

It is expected that the "Inclusive Provision for Children with SEND in the Early Years - Best Endeavours Reasonable Adjustments (BERA)" (the BERA Framework) will have been consulted and that all the arrangements will be in place prior to application.

Has the BERA framework been consulted and implemented for the child? *

Yes

No

✓

Previous

Cancel

Save

Next

Inclusive Practice (BERA) Audit

It is expected that the "Inclusive Provision for Children with SEND in the Early Years - Best Endeavours Reasonable Adjustments (BERA)" (the BERA Framework) will have been consulted and that all the arrangements will be in place prior to application.

Has the BERA framework been consulted and implemented for the child? *

Yes

No

✓

Please upload your BERA audits

Drop files here to upload - upload

Uploaded: 0 of 3

Previous

Cancel

Save

Next

11

Tab 7: Special educational needs and disability

This section requests a description of the child’s SEND. Select the main area(s) of need from the list, then indicate the child’s specific need within that area. Multiple selection is permitted.

Description of child's special educational needs/disability.

Area(s) of need	<input checked="" type="checkbox"/> Communication and interaction	✓
	<input checked="" type="checkbox"/> Cognition and learning	
	<input type="checkbox"/> Social emotional and mental health	
	<input type="checkbox"/> Sensory and/or physical	
	<input type="checkbox"/> Not known	
	<input type="checkbox"/> Other	
Communication and interaction *	<input checked="" type="checkbox"/> Speech, language and communication	✓
	<input type="checkbox"/> Autisms	
Cognition and learning *	<input checked="" type="checkbox"/> Moderate learning difficulties	✓
	<input type="checkbox"/> Specific learning difficulties	

Add a summary description of the child’s needs and current development within the appropriate boxes (where not applicable – add n/a).

Save and press “next” to progress with the form

Description of needs

Please provide information on the child's identified needs including their current development, when the child's special needs were first identified and by whom.

General *	<div>demo4</div>	✓
Communication and interaction *	<div>demo4</div>	✓
Cognition and learning *	<div>n/a4</div>	✓
Social emotional and mental health *	<div>n/a3</div>	✓
Sensory/physical/medical *	<div>n/a3</div>	✓

Tab 8: Attainment and progress data

This section requests documentary evidence of current attainment and progress. Any data uploaded should not be more than 2 years old.

Select the document type as prompted and upload the file. More than one document type can be selected, please ensure that file is uploaded to correct document type field.

Save and press “next” to progress with the form.

Please note - you can not progress with the form without uploading a file in this section.

Do you have any documentation to upload
for *

- ☐ Early years foundation stage profile data
- ☐ Early Years Support Team (EYST) Next Step Document
- ☐ Phonics screening check data
- ☐ Key stage 1 teacher's assessment data
- ☐ Key stage 2 teacher's assessment data
- ☐ Key stage 2 test data
- ☐ Key stage 3, 4 or 5 progress data
- ☐ End of key stage 4 or 5 data
- ☐ Other (please state)
- ☐ No document to upload

◀ Previous

✕ Cancel

📁 Save

Next ▶

Tab 9: Other professional involvement

This section requests details of the professional services that have been consulted with regards to the child's needs.

Select Yes or No. Where "No" is selected – save and press "next" to progress with the form.

If "Yes" selected – press the add professional involvement button

Other professional involvement

Within the last 2 years, have you communicated with other professionals for assessment of and to understand the child's needs and to seek advice in planning provision to meet these needs (including transition)? *

Add professional involvement

Please upload any relevant reports from professional involvement within the last 2 years and indicate when asked that you have uploaded the report.

Drop files here to upload -

Uploaded: 0 of 5

A window will open to add the professional service type, date communicated and summary of advice.

Press "add professional involvement" to save the record. This will [generate a table](#) of professionals added. Repeat the process to add any other professional services.

Professional involvement

Please indicate professional involved *
Select...
Communication date *

Summary of involvement, advice and outcomes *

0

Has the advice been implemented? *

Yes No

Upload any documentary evidence. Save and press "next" to progress with the form.

Tab 10: School based assessment

This section requests details of any school based assessments undertaken with the last 12 months.

Select Yes or No. Where “No” is selected – save and press “next” to progress with the form.

Have any school-based assessment been made? * ✓

If “Yes” selected – press the “add school based assessment” button. A window will open to add the assessment type, date undertaken and scoring. Press “add school based assessment” to save the record. This will [generate a table](#) of assessments. Repeat the process to add further assessment records.

Save and press “next” to progress with the form.

Please give details of assessments undertaken in the last 12 months

School based assessments *

Date of assessment *

Was a Raw score provided? *

Was a standardised score/descriptor provided *

Please provide any other relevant information *

Tab 11: Other evidence/documentation

This section offers the opportunity to upload any documentary evidence that support the application. Documents should not be more than 2 years old.

Select the document type and upload the file. More than one document type can be selected, therefore please upload the file to the correct document type (the document type is displayed to the left of the upload button).

Save and press “next” to progress with the form.

Plans and profiles

To help the panel decide about funding please provide the following plans and profiles if applicable

Do you have any of the following documents to upload?

☐ SEND Passport or One-Page Profile

☐ SEND Support Plan/Individual Education Plan

☐ Pastoral Care Plan

☐ Behaviour Management/Positive Handling Plan

☐ Personal Risk Assessment

☐ Individual Healthcare Plan

☐ Personal Evacuation Plan

☐ Reintegration Plan

☒ Sensory Profile

☒ Transition Plan

☐ Other document

Sensory Profile upload *

Do not include any document that is more than 2 years old

Drop files here to upload - upload

Uploaded: 0 of 1

Transition Plan upload *

Do not include any document that is more than 2 years old

Drop files here to upload - upload

Uploaded: 0 of 1

Differentiated curriculum

To help the panel decide about funding please provide details of the differentiated curriculum the child is following, if available.

Differentiated curriculum

Do not include any document that is more than 2 years old

Drop files here to upload - upload

Uploaded: 0 of 1

Additional documentation

To help the panel decide about funding you can provide other additional documentation.

Additional documentation

☒ ASD Tracker

☒ Current monitoring forms/individual planning record (EYST)

☐ Early Help documents

☐ EYFS Integrated 2-year review

☐ Minutes of reviews and other meetings

☐ Timetable of current provision/ current provision map

☐ Other (please state)

ASD Tracker upload *

Do not include any document that is more than 2 years old

Drop files here to upload - upload

Uploaded: 0 of 1

Current monitoring forms/individual planning record (EYST) upload *

Do not include any document that is more than 2 years old

Drop files here to upload - upload

Uploaded: 0 of 1

< Previous

✕ Cancel

Save

Next >

Tab 12: Support and intervention

This section is broken into four parts:

- Element 2 funding
- Current support/intervention timetable
- Proposed support and intervention
- Proposed support timetable

Each part requires at least one entry of information to be able to progress with the application. All mandatory questions require an accurate as possible answer (e.g., cost of proposed intervention)

It is recommended that each part completed is saved after completion to prevent any data loss.

Start by pressing “add element 2 support and intervention” to add information. This will open a window to add details of:

- person-centred outcomes
- summary of support
- start date
- whom (e.g., L2 TA)
- number of weeks
- hourly / session rate

The cost will automatically calculate based upon the number weeks and rate inputted.

Hours per week *	If this is a one-off cost e.g. for training or a resources, please enter 1.
<input type="text" value="4.00"/>	✓
Weeks *	If this is a one-off cost e.g. for training or a resources, please enter 1.
<input type="text" value="5"/>	✓
Hourly/session rate *	If this is a one-off cost e.g. for training or a resources, please enter the total cost here.
<input type="text" value="10"/>	✓
Cost *	This is calculated by Hours x Weeks x Hourly/session rate
	£ 200

Press “add element 2 support and intervention” button to save the record. This will [generate a table](#) that details the information provided.

Repeat the process to add further element 2 support information.

Please note – the total costs entered must total to exceed £6000. The form cannot proceed until this figure has been exceeded.

Once complete press “Save” and progress to the next part with this section: current support timetable

Press “add current timetable”. This will open a window to add the child’s timetable arrangement for Monday to Friday.

Select a day, then select the relevant timeframe(s) that the child is being supported and add a summary of support for this period.

Press “add current timetable”. This will [generate a table](#) of the timetable information. Repeat this process for all days that the child is supported.

Timetable

Please select day(s) *

Monday

Tuesday

Wednesday

Thursday

Friday

✓

Please select time(s) *

☒ Morning

☐ Break-time

☐ Lunchtime

☐ Afternoon

✓

Morning *

1:1 support|

✓

Additional information relating to additional support required.

✕ Cancel

✓ Add current timetable

Enter the relevant information for the current hours attended / supported per week.

Save and progress to the final two parts in this section: Proposed support and intervention and Proposed support timetable. Completed both sections in the same manner as previous.

Save and press “next” to progress with the form.

Tab 12: Summary

This section prompts you to check the information provided before submitting the application.

Press “view summary” to download a copy of the application (PDF)

To alter any information, either press the tab name displayed at the top of the screen or press the previous button to move back through the form.

When the form is ready to be submitted – press “save” and then “submit”

Successful form submission

After clicking submit, you will receive the successful form submission message with a reference number. You should also receive an email with your completed form as a PDF.

[Home](#) [My feedback](#) [My requests](#)

Thank you for completing and submitting SEND Additional Funding Application Form.

Your reference number is EL446832128.

You can download a PDF version of this confirmation below.

[Download PDF](#) [Continue »](#)

Appendix 1 – TAB 1 example

SEND Additional Funding Application Form

About this form

About this form

This form is for schools and early years settings that want to apply for additional funding to support a child or young person with special education needs and disability who does not have an Education Health and Care Plan.

Please note:

Prior to applying for SENIF (Special Educational Needs Inclusion Funding) or Element 3 Funding, schools and settings are expected to have made all best endeavours and reasonable adjustments as defined in the Children and Families Act 2014 and Equality Act 2010. Schools must have met all the requirements of elements 1 and 2 funding - more information about the exact requirements can be found in the following documents:

Children and Families Act: Children and Families Act 2014 Part 3 - Children and young people in England with special educational needs or disabilities

Equality Act: Equality Act 2010

Code of Practice: SEND (Special Educational Needs and Disabilities) Code of Practice: 0 to 25 years

SENIF: Leicester City's BERA Framework: Inclusive Provision in Early Years

Element 3 Schools (F2 upwards): Leicester City's BERA Framework: Inclusive Provision in Mainstream Settings

If you wish to apply for SENIF or Element 3 funding, then please complete the application form. N.B. requests for additional funding will not normally be considered where a statutory Education, Health and Care Plan assessment is in progress.

What you will need

- Views of children and young people and their parents/carers
- Best Endeavours and Reasonable Adjustments (BERA) Framework audits
- Pupil tracking data
- Attainment data
- Exclusion data
- Individual pupil provisional map
- Pupil's current additional provision timetable
- Proposed timetable
- External agency reports
- Attendance data
- Minutes of relevant meetings or reviews
- School assessment/observations
- Relevant medical information/reports

Please note, all mandatory fields are marked with a red asterisk *

What happens next

Once you submit this form your application will be considered by the Quality Inclusion Team and you will receive a response within **2 weeks during term time** notifying whether your application will proceed to a multi-disciplinary panel for a funding decision. Please note that such notification does not guarantee funding will be allocated; that is a decision for the panel.

Application type *

New application

Reapplication

To continue with this application please click the Search button below and then click Next

Search

✕ Cancel

Save

Appendix 2 – Table of information

Each time specific information is added and saved to a window that opens, it generates a table that contains that record. An example table is below.

- To amend a record – press the pen and paper icon, alter and save.
- To delete a record – select the red cross and follow the prompts to confirm deletion.

▼	Please select day(s)	Morning	Lunchtime	Afternoon	Additional information relating to additional support required.
✕ 	Monday	1:1 support	1:1 support	1:1 support	
✕ 	Tuesday	1:1 Support	1:1 Support	1:1 Support	
✕ 	Wednesday	1:1 Support	1:1 Support	1:1 Support	