**Request for Emergency Element 3 Funding**

This form is not for pupils currently with Element 3 top up funding or an EHCP.

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| --- | --- |
| Name of school |  |
| Name of school to receive funding if different from above | *If you are applying for funding at a transition point and would like the funding to go to another school, please name them here and provide a contact.* |
| Name and contact details of person completing the form |  |
| CYP’s name |  |
| Date of birth |  |
| Year group |  |
| Student ID |  |
| SENDSS link teacher(s) |  |
| Reason for request  ***Please highlight*** | Has **significant** SEND needs and agreed in collaboration with LA SENDSS Professional(s):   * New International Arrivals (collaboration with CPS) **DATE OF ENTRY TO UK REQUIRED** * Crisis situation (removal from home, sudden hospital visits, life-changing incident, etc.) * Significant escalation of behaviour (collaboration with SEMH team) * Unidentified complex and enduring needs prior to starting school (collaboration with EYST, CPS & LCI) |
| Professional contacted | Date(s): |
| Summary of Need(s) |  |
| Provision provided by school. |  |
| Social Care involvement | Date(s): |
| Health Involvement | Date(s): |
| Number of suspensions | Date(s): |
| Number of physical interventions | Date(s): |
| Part time timetable?  Now? In the past 2 years? | Date(s): |
| PRU Request? | Date(s): |
| EHCP Pathway initiated? | Date(s): |
| Any other information? |  |

**Please return completed form to:** [**qualityinclusion@leicester.gov.uk**](mailto:qualityinclusion@leicester.gov.uk)

**Your request will be allocated to the next panel, and you will be notified via email.**

**Purpose of Emergency funding:**

* The emergency funding process has been created to facilitate short term funding for a child or young person (CYP) who has presented with significantly high needs unexpectedly.
* The funding is to allow for schools/settings to put in place and allow for the Graduated Response of Assess, Plan, Do, Review.
* Emergency High Needs Funding is allocated for one term.
* Emergency High Needs Funding is a one-off payment and can only be applied for once per CYP.

**Criteria:**

**(Has significant SEND needs and in collaboration with LA SENDSS professionals)**

**New International Arrivals**

* Needs a date of arrival, someone who has come into the country recently (within the last 6 school weeks) and has a SEND need, not EAL.

**Crisis situation (removal from home, sudden hospital visits, life-changing incident)**

* Needs a summary of what the crisis is (do not include cpoms and ensure it is only need to know information).

**Significant escalation of behaviour**

* Expectation is that you have sought advice from professionals regarding the behaviour and if the child or young person has been placed on a part time timetable or excluded, there is a clear plan for reintegration.

**Unidentified complex and enduring needs prior to starting your school.**

* CYP who have arrived in your school without any prior identified SEND need or support.
* CYP who have moved to your school suddenly, with identified high needs, but no current support or funding in place.

**The application MUST fit one of the 4 criteria above and panel MUST agree.**

**Review**

The QIT team will be in contact within 6-8 working weeks to carry out a review of the emergency funding and discuss next steps for the CYP in line with the LA Quality Assurance process**.**