Top up Funding Pilot for short-term use of alternative provision and reintegration into mainstream

**Leicester City SEND Support Services**

This top-up funding pilot has been developed to support schools with meeting DFE requirements for **Tier 2** **alternative provision placements, where alternative provision (AP) is used as a short-term intervention to provide support, which enables reintegration into the mainstream school environment**.

Schools who meet the criteria will receive either:

**Band 1: a contribution towards AP costs for 1 day a week and 4 days E3 funding for support provided by school, for a maximum of 26 weeks (if a successful review is completed at 13 weeks).**

or

**Band 2: a contribution towards AP costs for 2 days a week and 3 days E3 funding for support provided by school, for a maximum of 26 weeks (if a successful review is completed at 13 weeks).**

If at the end of 26 weeks the CYP has successfully re-integrated into their mainstream provision, 5 days a week of E3 funding will be provided for a further 26 weeks.

**Please note that this top-up funding pathway does not cover:**

* Long term or full-time external Alternative Provision (this is classed as Tier 3, which is covered by LA funding of Elmbrook, Leicester Partnership School and the Children’s Hospital school from the High Needs Funding Block).
* Externally provided online learning (although this may be included in the school provision on the timetable to indicate Element 2 support provided by school) [Providing remote education: guidance for schools (GOV.UK)](https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools)
* Transport costs. In accordance with [Leicester City Council policy](https://www.leicester.gov.uk/media/5vkcr5cn/home-to-school-transport-policy-2021.pdf), it is the responsibility of the pupil’s parent/carer or their school to plan for any transport required to enable pupils to attend a part-time placement at another educational establishment.
* CYP with existing Element 3 top-up or an Education, Health and Care Plan (or where an assessment for EHCP has been agreed).
* Funding for Y11 pupils will finish in line with course completion (approximately May half term, unless we are notified of exceptional circumstances).

**Review process:** reviews will take place at 13 weeks and 26 weeks to gauge the impact of the AP intervention.

Schools will be asked to:

* complete and return the AP Monitoring Form (Appendix 2a in AP Handbook),
* provide evidence of attendance in / engagement with mainstream provision
* provide an invoice from the AP to evidence spend.

Outside agencies e.g. SEMH/LCI/EP will be consulted regarding impact of the intervention on pupil progress and wellbeing.

This review may result in funding continuing for a further 13 weeks; adjustments being made to AP provision or funding being stopped.

**Section A – please complete for all requests**

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| Name of school: |  |
| Name and contact details of person completing the form: |  |
| Child / young person’s name: |  |
| Date of birth: |  |
| Year group: |  |
| Student ID: |  |
| Is the CYP on the SEND Register?  (Funding is only available for CYP on the SEND Register) |  |
| What is the CYPs current level of attendance? |  |
| Are regular review meetings in place with parents and professionals? |  |
| Outside agencies involved with CYP | **A REQUIREMENT FOR THIS FUNDING TO BE CONSIDERED AT PANEL IS THE INVOLVEMENTS OF AN EXTERNAL SEND PROFESSIONAL – FOR EXAMPLE LEICESTER CITY SENDSS (EDUCATIONAL PSYCHOLOGIST OR LINK TEACHER) OR AN EXTERNAL EDUCATIONAL PSYCHOLOGIST WORKING WITH THE SCHOOL** |
| Provision already provided by school: | **SCHOOL MUST DEMONSTRATE THAT THEY HAVE FOLLOWED THE GRADUATED APPROACH BEFORE CONSIDERING ALTERNATIVE PROVISION** |
| Reason for request |  |
| Summary of need(s):  (Include any fixed term exclusions or physical interventions) |  |
| Social care involvement  date: |  |
| Health Involvement: |  |
| Is there a part time timetable in place now or has there been one historically? |  |

**Section B**

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| Have parents consented to the use of AP? |  |
| Proposed outcomes for time in AP (these should be monitored and updates shared as part of the funding review process) |  |
| Proposed start date for placement (a maximum of 13 weeks funding will be offered prior to review) |  |
| Proposed alternative provision provider |  |
| Proposed cost of provision |  |
| Proposed end date of placement |  |
| Date of pre-visit and Quality Assurance audit by school (LEBC may be used, but school should still complete a due diligence visit to check AP will meet CYP needs) |  |
| Plan for reintegration |  |

**Section C – Please complete if requesting funding to support a CYP with Barriers to Engagement (B2E) with Education or Emotionally Based School Avoidance (EBSA)**

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| --- | --- |
| Has the Barriers to Engagement pathway and associated resources been considered? |  |
| Named Key Adult and current levels of engagement with CYP |  |
| Proposed outcomes for CYP (short term, related to increasing engagement with current setting or future setting) |  |
| Proposed plan for reintegration and increased engagement |  |
| Does the CYP attend an alternative provision (including the Magpie Centre)?  If so, what is the proposed transition and reintegration from this setting? |  |

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| Please attach a detailed proposed timetable. This must include what the CYP will be doing within the AP and in school. It should also indicate how core learning (English and Maths curricula) is being delivered.  For EBSA pupils this may include planned engagement with key adult(s) (some of this may be virtual but moving towards in person). Other aspects to consider include preparation and travel time for key adult(s) if necessary, how access to the core curriculum or qualifications for KS4 pupils is being considered.  **There is an expectation that school will fund some support out of their SEND budget.** |

Please return completed form to: [send-ap@leicester.gov.uk](mailto:send-ap@leicester.gov.uk)

If your request meets the funding criteria, it will be considered at panel. You will be notified by email.