

Top up Funding Pilot for short-term use of alternative provision and reintegration into mainstream  
Leicester City SEND Support Services

## Frequently Asked Questions

### 1. *How much funding will I receive?*

If your application for top-up funding is agreed, the maximum amount you will receive for the year is:

Band 1: £15,169 (subject to successful reviews at 13 and 26 weeks)

Band 2: £15,489 (subject to successful reviews at 13 and 26 weeks)

### 2. *I have a pupil who needs to be off school site on a full-time basis, can we have funding for this?*

AP Handbook (Section 2.2) states:

AP Placements should be part-time, with at least a day a week in the mainstream setting, as stipulated below:

**Education (Pupil Registration) (England) Regulations 2006:**

**‘Legally, being a pupil and attending a school are based on physical presence. Although a school has powers to arrange some educational activities away from their premises, allowing the whole of a pupil’s education to be delivered somewhere, and by someone, other than the school means that individual is not a pupil or attending the school. Therefore, such individuals should not be registered as pupils at that school.**

**Schools can therefore only subcontract provision for pupils who:**

- **Attend the institution for at least one element of their programme throughout the academic year; and**
- **Attend the school at least once a week.’**

The only exceptions to this should be if attendance at the base school would negatively impact on the CYP’s health or well-being or their ability to complete a qualification (KS4).

This local authority top-up funding pathway supports short term, part-time intervention which supports reintegration into Mainstream (Tier 2). It **does not fund full-time alternative provision (Tier 3)** [Arranging Alternative Provision - guide for LAs and schools](#). Tier

3 support is provided by Elmbrook, Leicester Partnership School and the Children's Hospital School. These establishments are funded directly by the local authority from the High Needs Funding block.

**3. *I have a pupil who is experiencing emotionally based school avoidance. They are attending AP for two days a week but are unable to access school, can we have top-up funding?***

If school's application for top-up funding can demonstrate how the pro-rata E3 component is being used by the school to support the young person e.g. by funding a teaching assistant to work with the child in their home or another suitable location off school site, this may be agreed. However, evidence of support from an outside agency (e.g. SEND services); a clear plan for gradual reintegration to mainstream, including the use of internal alternative provision within school (where available), should be demonstrated. Top-up funding cannot be used for online tutoring, although this may be included as part of the school offer, funded through school resource (Element 2 support) and in accordance with DFE guidance. [Providing remote education: guidance for schools - GOV.UK](#)

**4. *I have had funding for 26 weeks and feel that AP should continue, can I use the subsequent 26 weeks top-up funding to pay for additional external AP?***

No. This top-up funding pilot is intended to support schools with reintegration to mainstream. Research suggests that long-term AP use may have a negative impact on pupil wellbeing, the success of reintegration and future [outcomes](#). Therefore, funding for AP will cease after 26 weeks. Schools can use the subsequent 26 weeks of top-up funding to explore interventions that can be delivered in school, such as within an internal alternative provision on the mainstream site or via outreach from external APs. Reviews at 13 and 26 weeks will be looking for evidence that CYP is being given opportunities to access mainstream, with the aim of successful reintegration.

**5. *The CYP has not been attending the AP or school regularly, can I use the top-up funding to support another child?***

No. In the case of repeated non-attendance, the local authority will ask for top-up funding to be returned. However, schools are advised to seek support around attendance and exploration of alternative APs early in the process, from SEND Support service teams.

**6. *I have applied for an EHCP for a pupil, can I apply for this top-up funding while I am waiting for the plan to be agreed?***

No, this funding is only available for pupils who are not in receipt of top-up funding. If school feels this young person would benefit from time in AP, they can apply for this funding but would need to stop any EHCP application.

**7. *Transport costs for the AP are high, can I use this money to cover some of the cost?***

In accordance with [Leicester City Council](#) policy, 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 education establishment.