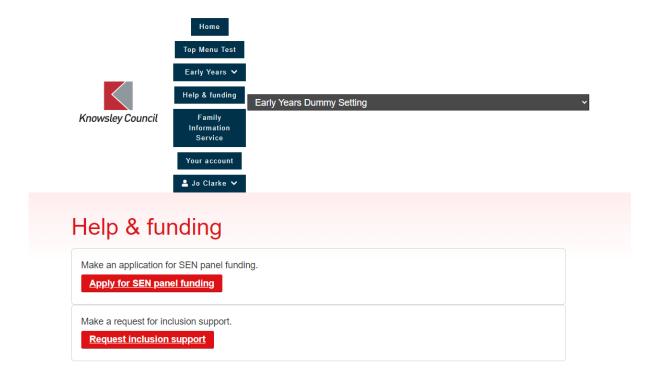


Knowsley Early Years SEND (Special Educational Needs and Disability) Panel Funding User Guide







Help and Funding

This section is used for applying for SEN funding and/or request inclusion support from the Early Years SEND Officers

Click on apply for SEN panel funding tab as above.

Apply for SEN panel funding

			ABOUT THE C	0% complet
1	About the ch	ild >	ABOUT THE C	TILD
2 of I	Child's Primar Need	y Area >	Select Child	•
3 Ch	Early Years Seildminder	etting /		h and Care Plan is a formal document detailing a child's learning ued by your local authority, following a statutory assessment.
4 Pro	Involved of the state of the st	>	Does your child	○ Yes
5 Su	Information to pport the Applic		have an Education, Health and Care Plan?	○ No
6	Supporting cumentation	>	Are they a 'looked after' child?	○ Yes ○ No
7	Summary	>	Gillia:	
8	Submit	>	Has your child been accepted	○ Yes ○ No
			for assessment by Knowsley Assessment Placement and	○ Pending
			Provision Panel? Date accepted	
			assessment.	dd-mm-yyyy
			Is there an Early Help Assessment in place?	○ Yes ○ No
			Is there a Team Around the Family (TAF)?	○ Yes ○ No

PLEASE NOTE: If there is no Early Help Assessment or TAF in place please explain why this would be in the additional information box at the end of the form.

Next →

Select the child from the drop-down list. If the child is not listed, please leave this blank and the child's details can be added to the additional information field at the end of the form. Complete the other information and click on next.

Select the child's primary area of need and select the relevant band



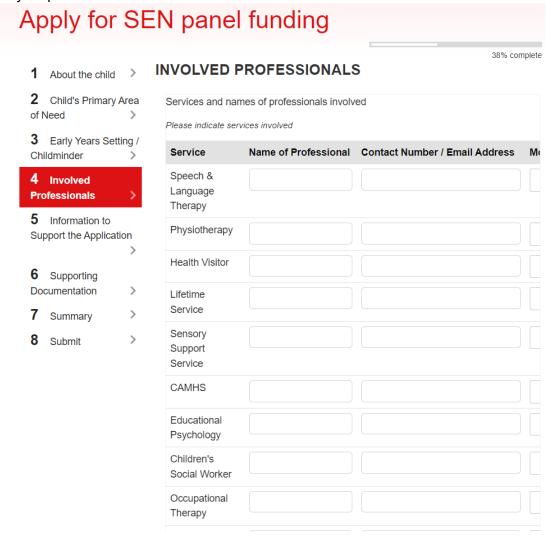
Click on next

Apply for SEN panel funding CHILD'S PRIMARY AREA OF NEED **1** About the child **Child's Primary** Primary Area of Area of Need Need 3 Early Years Setting / Childminder Band 4 Involved Professionals 5 Information to Support the Application Next → **6** Supporting Documentation **7** Summary Submit >

Add in days and sessions the child attends and complete information requested below:

25% complete **EARLY YEARS SETTING / CHILDMINDER** 1 About the child > 2 Child's Primary Area Number of funded hours the child attends of Need Sessions Wednesday Monday Tuesday Thursda 3 Early Years Setting Attended / Childminder Morning 4 Involved Professionals Afternoon 5 Information to Support the Application Full screen **6** Supporting Documentation Name of Setting **7** Summary Name of person 8 Submit completing this application. Does the child attend term time or stretched offer? Date the child dd-mm-yyyy 曲 commenced at setting. Number of funded hours the child attends. Is the child OYes entitled to ○ No Extended Childcare Offer (ECO)? Are you currently OYes providing an additional adult to support the child? Date support dd-mm-yyyy 曲 commenced. Name of additional adult. Name of setting SENCO Have you applied OYes for Disability ○ No Access funding (DAF)?

Add in details of professionals involved with the child. Please complete this as fully as possible.



Please use the box below to add in all relevant information to support the claim. Any missing information may result in the claim being declined. Information needed to support the claim is:

Apply for SEN panel funding

			50% cor
1 About the chil	d >	INFORMATION	TO SUPPORT THE APPLICATION
2 Child's Primar of Need	ry Area >	What are the child's needs	
3 Early Years Some	etting /	and what support do they require? Please include any support currently	
4 Involved Professionals	>		
5 Information to Support the Application		in place. What type of support are you	High Level Need Funding for an Additional AdultSEND Support Practitioner
6 Supporting Documentation	>	requesting?	○ Funding for Resources○ Funding for Training○ Assisted Childcare
7 Summary	>		
8 Submit	>	Funding for Resources, specialist equipment or Training only. Please state amount of funding requested.	
		Additional Information	

PLEASE NOTE: If there is no Early Help Assessment or TAF in place please explain why this would be in the additional information box above.

Click on next.

Apply for SEN panel funding 63% complete SUPPORTING DOCUMENTATION 1 About the child > 2 Child's Primary Area You will only be able to attach the following file types: of Need > Word Documents • PDF Files • Images (in jpg / png format) 3 Early Years Setting / Childminder > · Spreadsheets (in xls / xlsx format) 4 Involved Professionals 1 Upload Document 5 Information to Support the Application 6 Supporting Documentation **7** Summary 8 Submit

Please upload any relevant documentation:

SEND Action plan (if you are claiming funding in retrospect).

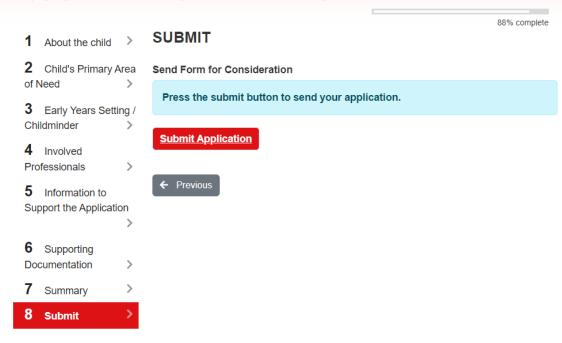
Resources – Quote from Supplier.

Healthcare Plan for children with medical conditions.

If you are having issues uploading files, please be mindful that large files may not upload. You may need to rescan these files in a lower resolution of the files are too big.

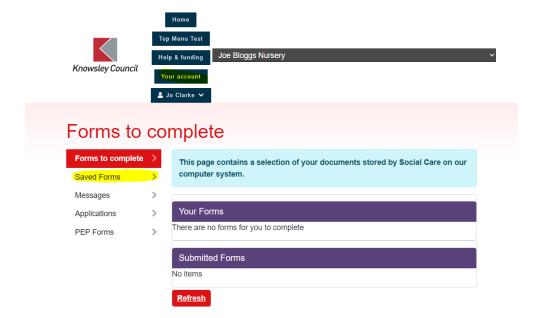
Click next – you will then see a summary of the information you have included. Please check through the summary and go back to the form if you have missed anything off before you submit the form.

Apply for SEN panel funding

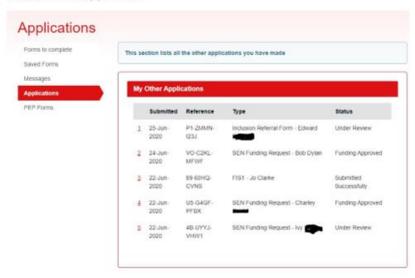


If you are not able to complete the whole form, there is an option to save for later so, you can come back to it if you need additional information or if you need to upload any documentation.





Where applications have been made, information is shown here and also shows the status of the application



Any queries relating to the completion of the form, please contact the SEND QA team.

Any queries relating to issues completing the form please contact <u>jo.clarke@knowsley.gov.uk</u>