



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



Help & funding

Make an application for SEN panel funding.

[Apply for SEN panel funding](#)

Make a request for inclusion support.

[Request inclusion support](#)

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

0% complete

1 About the child >

ABOUT THE CHILD

2 Child's Primary Area of Need >

Select Child

3 Early Years Setting / Childminder >

An Education, Health and Care Plan is a formal document detailing a child's learning difficulties that is issued by your local authority, following a statutory assessment.

4 Involved Professionals >

Does your child have an Education, Health and Care Plan? Yes No

5 Information to Support the Application >

Are they a 'looked after' child? Yes No

6 Supporting Documentation >

Has your child been accepted for assessment by Knowsley Assessment Placement and Provision Panel? Yes No Pending

7 Summary >

8 Submit >

Date accepted assessment.



Is there an Early Help Assessment in place? Yes No

Is there a Team Around the Family (TAF)? Yes No

Next →

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.

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

Band 1 differentiation

Band 2 targeted small group support

Band 3 SEN multi agency support

Band 4 EHCP in mainstream provision

Band 5 EHCP in specialist provision

Click on next

Apply for SEN panel funding

13% complete

1 About the child > **CHILD'S PRIMARY AREA OF NEED**

2 **Child's Primary Area of Need** >

Primary Area of Need

3 Early Years Setting / Childminder >

Band

4 Involved Professionals >

5 Information to Support the Application > [← Previous](#) [Next →](#)

6 Supporting Documentation >

7 Summary >

8 Submit >

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

1 About the child >

2 Child's Primary Area of Need >

3 **Early Years Setting / Childminder** >

4 Involved Professionals >

5 Information to Support the Application >

6 Supporting Documentation >

7 Summary >

8 Submit >

EARLY YEARS SETTING / CHILDMINDER

Number of funded hours the child attends

Sessions Attended	Monday	Tuesday	Wednesday	Thursday
Morning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Full screen

Name of Setting

Name of person completing this application.

Does the child attend term time or stretched offer?

Date the child commenced at setting.

dd-mm-yyyy



Number of funded hours the child attends.

Is the child entitled to Extended Childcare Offer (ECO)?

 Yes
 No

Are you currently providing an additional adult to support the child?

 Yes
 No

Date support commenced.

dd-mm-yyyy



Name of additional adult.

Name of setting SENCO

Have you applied for Disability Access funding (DAF)?

 Yes
 No[← Previous](#)[Next →](#)

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

Apply for SEN panel funding

38% complete

1 About the child >

2 Child's Primary Area of Need >

3 Early Years Setting / Childminder >

4 Involved Professionals >

5 Information to Support the Application >

6 Supporting Documentation >

7 Summary >

8 Submit >

INVOLVED PROFESSIONALS

Services and names of professionals involved

Please indicate services involved

Service	Name of Professional	Contact Number / Email Address	Mo
Speech & Language Therapy	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Physiotherapy	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Health Visitor	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Lifetime Service	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Sensory Support Service	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
CAMHS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Educational Psychology	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Children's Social Worker	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Occupational Therapy	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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% complete

1 About the child >

2 Child's Primary Area of Need >

3 Early Years Setting / Childminder >

4 Involved Professionals >

5 Information to Support the Application >

6 Supporting Documentation >

7 Summary >

8 Submit >

INFORMATION TO SUPPORT THE APPLICATION

What are the child's needs and what support do they require?

Please include any support currently in place.

What type of support are you requesting?

- High Level Need Funding for an Additional Adult
- SEND Support Practitioner
- Funding for Resources
- Funding for Training
- Assisted Childcare

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

- 1 About the child >
- 2 Child's Primary Area of Need >
- 3 Early Years Setting / Childminder >
- 4 Involved Professionals >
- 5 Information to Support the Application >
- 6 Supporting Documentation >**
- 7 Summary >
- 8 Submit >

SUPPORTING DOCUMENTATION

You will only be able to attach the following file types:

- Word Documents
- PDF Files
- Images (in jpg / png format)
- Spreadsheets (in xls / xlsx format)

 Upload Document

← Previous

Next →

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 if 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

88% complete

- 1 About the child >
- 2 Child's Primary Area of Need >
- 3 Early Years Setting / Childminder >
- 4 Involved Professionals >
- 5 Information to Support the Application >
- 6 Supporting Documentation >
- 7 Summary >
- 8 Submit >**

SUBMIT

Send Form for Consideration

Press the submit button to send your application.

Submit Application

← Previous

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.

Print

Contact us

Save for later

Create PDF

Close

Cancel

Any saved forms will be available here:

Forms to complete

[Forms to complete](#) >
[Saved Forms](#) >
 Messages >
 Applications >
 PEP Forms >

This page contains a selection of your documents stored by Social Care on our computer system.

Your Forms
There are no forms for you to complete

Submitted Forms
No items

[Refresh](#)

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

Applications

Forms to complete
Saved Forms
Messages
Applications
PEP Forms

This section lists all the other applications you have made

My Other Applications

	Submitted	Reference	Type	Status
1	25-Jun-2020	P1-ZMMN-IQ3J	Inclusion Referral Form - Edward [REDACTED]	Under Review
2	24-Jun-2020	VO-C2GL-MFWF	SEN Funding Request - Bob Dylan	Funding Approved
3	22-Jun-2020	B9-60HQ-CVNS	FIS1 - Jo Clarke	Submitted Successfully
4	22-Jun-2020	US-G4GF-PFBX	SEN Funding Request - Charley [REDACTED]	Funding Approved
5	22-Jun-2020	4B-UYYJ-VHW1	SEN Funding Request - Ivy [REDACTED]	Under Review

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 jo.clarke@knowsley.gov.uk