

## **Simple Guide to Early Years SEND Inclusion Fund (SENDIF)**

What is SENDIF?

The SEND Inclusion Fund (SENDIF) is a system for sharing a budget to support children with low level needs and emerging SEND to early years settings. The budget is separate from EYFFI (established in 2005) which is for children who have high level SEND. Funding for SENDIF and EYFFI is not allocated at the same time.

- A child's needs can be categorised in one (or more) of the following areas:
  - Cognition and learning needs
  - Vision needs
  - Hearing needs
  - Physical needs
  - Communication and interaction needs
  - Social, emotional and mental health needs
  - Health care needs

What is SENDIF and who can access this?

- SENDIF is available for Leeds residents or Children who are Looked After in care to Leeds
- SENDIF is available for children aged 3 and 4 years old until they transfer to Reception and is based on a maximum of 15 or 30 (from September 2017) hours per week educational provision during term time (38 weeks per year)
- SENDIF is linked to FEEE (Free Early Education Entitlement) eligibility for a 3 or 4 year olds free nursery place

How is funding determined and distributed?

- SENDIF is provided to children who receive educational provision in school nurseries, children's centres, private, voluntary or independent nurseries and child minders. Funding can be split across settings. It cannot be used to pay for additional childcare hours above FEEE eligibility.
- SENDIF is allocated based on criteria determined by Children's Services. Children must meet SENDIF criteria in order to access funding.
- Criteria for 3 and 4 year olds is available in the FFI Handbook (Section 9)
- SENDIF is applied for by schools, early years settings staff or child minders and the process for applications is evidence based in order to match needs according to criteria.
- Termly SENDIF Moderation Panel considers applications and approves funding allocations.
- Funding is allocated from the beginning of the term following approval of the application and either the child's 3<sup>rd</sup> birthday, or the term following the application if the child is over 3 years of age.
- Schools, early years settings and child minders are notified of funding allocations as well as parents, who receive a placement confirmation form which the school, early years setting or child minder will complete and be return to the FFI Team for payments to commence
- Payments are based on maximum of 15 or 30 (from September 2017) hours per week over 38 weeks pro rata. Adjustments are made if the child leaves the school, early years setting or child minder, or subsequently if they receive their educational provision from another setting.

- Schools, early years settings and child minders can also make applications for funding to access training which will help to support a specified child or group of children. There is a separate application form in the FFI Handbook (Section 4) which should be completed for this, alongside a child details form to identify each child who will benefit from this

How does SENDIF get reviewed?

- It is good practice for schools, early years settings and child minders to arrange termly reviews to discuss the child's progress and outcomes and review targets. In addition an annual report must be completed describing the impact of provision and progress for those children who have accessed SENDIF at any point during the financial year. The annual report must be returned to the FFI Team by the end of each financial year so funding/payments continue
- The FFI Team will use the annual report information for monitoring and quality assurance purposes to ensure that appropriate provision is being made for children. This produces valuable information in providing support and challenge to settings as appropriate

What happens next?

- SENDIF remains in place whilst the child is accessing FEEE, unless the child subsequently moves to Reception or receives EYFFI (see separate Simple Guide to EYFFI (document 00c) for more information - <http://www.leeds.gov.uk/residents/Pages/Special-educational-needs-statutory-assessment-processes-docs.aspx>)
- SENDIF does not automatically continue for children who become Reception age chronologically as schools must provide support for children identified with additional or specialist educational needs and disabilities out of their Notional Inclusion Budget up to the value of £6,000
- Any parent/s who would like their child to be taught out of chronological year group, must speak to the SEN Coordinator (SENCO) at their child's school, early years setting or child minders to arrange a review which should include the child's parents, SENCO and any outside professionals involved to discuss and agree a recommendation. An application should also be made to the Admissions Team.  
Further guidance on the Admissions process is available via the following link: <http://www.leeds.gov.uk/residents/Pages/Admissions-Primary-School.aspx>  
SENDIF may continue where the local authority agrees to the request for deferment.

Want to know more?

SENDIF guidance and criteria are incorporated into the FFI Handbook (Refer to Sections 4, 8 and 9 for SENDIF documents)

<http://www.leeds.gov.uk/residents/Pages/Special-educational-needs-statutory-assessment-processes-docs.aspx>

If you require any further information please contact:

Emma Charlton (FFI Coordinator), SEN, Statutory Assessment and Provision (SENSAP), Adams Court, Kildare Terrace, Leeds, LS12 1DB Telephone: 0113 3785449 Email: [emma.charlton@leeds.gov.uk](mailto:emma.charlton@leeds.gov.uk)