

## WESTMINSTER CITY COUNCIL

## SCHOOLS' FORUM – 14 OCTOBER 2019

## REPORT BY THE ASSISTANT DIRECTOR, SPECIAL EDUCATIONAL NEEDS

## HIGH NEEDS REVIEW – CONTINGENCY FUNDING

This report provides an update on the work of the High Needs Block Review Group on Contingency funding and makes recommendations about future arrangements.

**FOR DECISION**

**1. INTRODUCTION**

- 1.1 The Schools Forum is requested to approve recommendations agreed by the High Needs Block (HNB) Reference Group in reviewing contingency funding for school aged pupils with high needs but without an Education, Health and Care Plan (EHCP).

**2. CURRENT SITUATION**

- 2.1 Since 2014 there has been a notional budget of £200k for short term interventions aimed at supporting the achievement of specific outcomes for children with SEN but without an EHCP. This is non-statutory funding which is available to all settings and for any age. This is High Needs Block funding and requests for funding are managed through the SEN Service.
- 2.2 This fund was originally set up because the SEN Service was going through change and the time it took to complete EHC needs assessments was too long. This enabled settings to access funding pending completion of the EHCP. However, EHCPs are now routinely completed within the statutory timescale of 20 weeks.
- 2.3 Schools Forum in June 2019 approved a request to provide £75k p.a. for short term contingency funding for early years to enhance the SEN Inclusion Fund (SENIF) and enable children under 3 year of age to have access to funding. The Enhanced SENIF will be in place for early years settings from September and new guidance has been prepared. Allocations will be made based on individual needs.

**3. CURRENT DATA**

There are currently three WCC resident school aged children with contingency funding.

**4. THE FUTURE OF CONTINGENCY FUNDING**

- 4.1 It is recommended that the current Contingency Fund of £125k for school age children (with £75k now allocated for early years) is no longer required for its

original purpose. However, schools have highlighted a need for access to rapid funding to support children who arrive mid-year, unexpectedly, and who have significant special educational needs but no official documentation such as an EHCP.

- 4.2 A new Contingency Fund should be set up to meet this need and it is recommended that the value of this fund should be £30k. This would enable one-off allocations of £1,000 to be made to successful applicants. It should be noted that this is non-statutory funding. It is recommended that this should start in January 2020. It should also be noted that there is a Fair Access Fund within the High Needs Block of funding and children in receipt of that funding will not be able to access Contingency Funding.
- 4.3 Annex A sets out information about how this Contingency Fund would work and includes the suggested application form.
- 4.4 All existing Contingency Funding allocations should be honoured but will not be continued beyond their current end dates.

## **5. RECOMMENDATIONS**

Schools Forum is asked to agree the recommendations to:

- 5.1 cease the current Contingency Fund (retaining the previously agreed £75k for early years) as set out in 4.1 above;
- 5.2 set up a £30k Contingency Fund for arrivals mid-year as set out in 4.2 above.

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**Interim Bi-Borough Executive Director – Children’s Services**

### **Annex A:**

Proposed Contingency Fund Guidance and Application Form

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## **ANNEX A: Proposed Contingency Fund Guidance and Application Form**



### **City of Westminster**

#### **SCHOOL CONTINGENCY FUNDING**

##### **1. OVERVIEW**

- 1.1. There is a Contingency Fund available for Westminster resident pupils attending Westminster state funded primary and secondary schools only. For the financial year 2019/2020 the fund is £30k and this will be reviewed before the start of each financial year.
- 1.2. This Contingency Fund is to support schools that admit pupils mid-year and where they have special educational needs which call for immediate provision but do not have Education, Health and Care Plans (EHCPs). This particularly applies to children who have arrived from outside the country. Such children may need to attend school to enable a full assessment of their needs to take place including referral to relevant professionals before a request for an EHC needs assessment can be made, if necessary. If the child is already allocated Fair Access Funding, they will not be able to access Contingency Funding.
- 1.3. This fund is not available to early years settings/nurseries as they have access to the Enhanced SENIF to support children who have special educational needs but who do not have EHCPs.
- 1.4. This funding sits within a range of additional resources in the Local Offer that are used to enhance the provision available for children at SEN Support.
- 1.5. Applications will be considered where a school has admitted a pupil after 1<sup>st</sup> October, and they can demonstrate that they have special educational needs which call for immediate provision which is not routinely available and exceeds £6,000 (based on annual forecast).
- 1.6. Where an application is successful, the school will be allocated a fixed amount of £1,000. This is a one-off allocation.

##### **2. HOW CAN THE FUNDING BE USED?**

- 2.1 This funding can be used to resource effective interventions that are considered over and above the £6,000 which should be provided from the school's notional SEN budget. This is a one-off payment which will allow the school to provide immediate interventions while gathering the necessary evidence to submit a request for an EHC needs assessment, if necessary, or to undertake more in-depth assessment of the pupil's needs.

2.2 The expectation is that the needs of pupils at SEN Support should be met out of the school's budget and from the range of locally commissioned SEN outreach services available to all schools. Any applications to this fund should be to help address any exceptional resource needs of pupils who have unexpectedly been admitted to the school mid-year.

### **3. HOW TO APPLY AND HOW DECISIONS WILL BE MADE**

3.1 To apply for Contingency Funding, you need to seek parental consent.

3.2 You then need to complete fully the funding request form. You need to demonstrate that:

- the pupil has been admitted after 1<sup>st</sup> October and does not have an Education, Health and Care Plan or equivalent document from abroad; and
- the pupil has special educational needs which call for immediate provision; and
- you will have fully used the resources available to you by providing an annual forecast showing projected spend from your notional SEN budget on interventions for this pupil; and
- you have accessed or have referred the pupil to the generally available outreach services; and
- you are putting in place an 'assess, plan, do, review' approach to meeting the pupil's needs. This may include an extended assessment period, and/or it may include referral to other agencies to seek appropriate advice and guidance.

3.3 The relevant Manager in the SEN Service will consider your application and decide on whether the funding should be granted or advise on alternative ways in which the needs specified can be met.

3.4 You will be informed of the outcome of your application within 10 working days of receipt of your fully completed application form.

3.5 As this is a one-off payment, there is no requirement to submit any monitoring documents. However, there is an expectation that this funding will be used as set out in your application form.

3.6 The Contingency Fund is limited. If the whole fund has been allocated prior to the end of the financial year, no further applications will be considered, and all schools will be advised if this situation arises.



## City of Westminster

### CONTINGENCY FUND APPLICATION FORM

This form should be completed by the school and returned to the bi-borough SEN Service via secure email: [SEN@westminster.gov.uk](mailto:SEN@westminster.gov.uk). Please state "WCC School Application for Contingency Funding Dated XXX" in the subject line of your email.

#### Section 1 School details

Name of school:	
Address of school:	
Name and title of person completing this form:	
Telephone number:	
Email address:	
Date of application:	

#### Section 2 Pupil details

Has the parent given consent to this application and sharing this data? Yes/No	
Name of pupil:	
Date of birth:	
Home address:	
Date of admission to the school:	
Previous school/setting:	
Gender:	

Ethnicity code:	(from list at the end of this form)
Primary area of SEN (please circle the tick):	C&I Communication and interaction C&L Cognition and learning SEMH Social, emotional and mental health PS Physical and sensory
Please provide details of the pupil's special educational needs and any evidence to support this. Please send copies of any external reports you have	
Why is contingency funding being requested e.g. expected outcome and exit strategy?	

### Section 3 Details of provision being put in place

This should include any additional support from outreach or commissioned services and planned provision if the child is about to be admitted.

**Will the school will use its £6,000 notional funding (annual forecast)? Yes/No**

<b><u>SEND Provision Map 2019/2020</u></b> (with example entries)						
SEN SUPPORT for individual/groups of children highlighting additional and different provision/interventions						
Intervention or provision	Area of need	Frequency & duration (Planned if the child about to be admitted)	Anticipated progress range	Staff	Staff/pupil ratio	Cost of pupil's SEN support
<i>Example: Learning mentor support for self-regulation</i>	<i>SEMH</i>	<i>Daily. 1 hr. At beginning of day</i>	<i>In line with expected progress</i>	<i>TA</i>	<i>1:1</i>	<i>£45 per week</i>

<i>Example: TA providing a package of support</i>	<i>C&amp;I</i>	<i>Individual and/or small group intervention throughout the day</i>	<i>An improvement in areas of learning  EYFS + minimum</i>	<i>TA</i>	<i>1:1 and 1:4</i>	<i>£ 75 per week</i>
<b>Total annual cost of SEN support:</b>						<b>£</b>

**Section 6 List any reports/assessments that have informed this application for funding (with example entries)**

It is acknowledged that you may not have access to any external reports, particularly if the child has recently arrived from abroad.

<b>Report</b>	<b>Date</b>
<i>Example: Educational Psychology Report</i>	<i>dd/mm/yyyy</i>
<i>Example: York Assessment of Reading for Comprehension (YARC) Report</i>	<i>dd/mm/yyyy</i>

1	Asian or Asian British - Bangladeshi	10	Mixed - White and Black African
2	Asian or Asian British - Indian	11	Mixed - White and Black Caribbean
3	Asian or Asian British - Pakistani	12	Mixed - any other mixed Background
4	Asian or Asian British - any other Asian Background	13	White – British
5	Black or Black British - African	14	White – Irish
6	Black or Black British - Caribbean	15	White - any other White Background
7	Black or Black British - any other Black background	16	Any Other
8	Chinese	17	Not known/ not provided
9	Mixed - White and Asian		

**Signed: .....** **Date: .....**  
**(Headteacher)**