



Additional SEND Payment Policy

Policy for providing Early Years Additional SEND payments for children with Special Educational Needs and Disability (SEND) that access Early Educational Funding.

1. What are Early Years Additional SEND payments and what might they be used for?

- 1.1 This guidance sets out the mechanisms for deploying additional SEND payments.
- 1.2 Additional SEND payments are taken from the Early Years Single Funding Formula. Additional payments are a contribution to provider's existing resources to assist them in their duty to meet children's individual needs.
- 1.3 Additional SEND payments are used at the discretion of the provider to support a child's needs and development. Providers must be able to evidence how additional SEND payments benefit eligible children.
- 1.4 Additional SEND payments might be used to contribute to purchasing specialist equipment and resources that will support a child's SEND. Specialist equipment or resources should be purchased after recommendation by an Occupational Therapist, Physiotherapist, Portage worker or other professional. Additional SEND payments can also be used to provide specialist input into a setting, for example play therapy.
- 1.5 Additional SEND payments are not intended to provide children with full time one to one support. However, in some rare instances, this may be appropriate. Funds are most likely to be used for specific, timed intervention and/or enhanced ratios.
- 1.6 Additional SEND payments are intended to support children as part of the graduated response at either Universal Plus / Partnership Plus Level, as defined in the Special Educational Needs & Disability Guidance and Practitioner Toolkit.

Table 1: Summary of support expected at each stage of the graduated response. Additional SEND payments are intended to support at either Universal Plus / Partnership Plus Level.

Universal:	High Quality teaching and personalised, differentiated approaches that all Children and young people with recognised needs will access and benefit from.
Universal Plus:	Where Universal approaches have not been sufficient to meet the child/young person's needs and they now require more focused support. This is considered the level at which SEN Support will be considered and implemented. Some children/young people will be supported at this level.
Partnership Plus:	The highest level of SEN support where more specialist approaches are sought, despite implementing Universal Plus interventions/support. Children/young people at this level will be on SEN Support and some may be supported through multi-agency assessments.
Statutory:	Only a small percentage of children/young people with SEND will require the support of an Education Health and Care Plan. When an education provider cannot meet the needs of a child/young person from within their own resources and they have exhausted all SEN support options or when the child/young person's needs are complex, severe and long term and that it is obvious they need high levels of support from the start.

1.7 Where additional SEND payments are made, many of the children will have multiple and long-term needs. The complexity of these needs will determine whether Tier 1 or Tier 2 funding will be issued.

Table 2: Funding rates for additional SEND payments

Tier 1	£2.00
Tier 2	£6.30

1.8 The additional SEND payments are intended to support providers to be fully inclusive and accommodate the needs of children with SEND in the setting for as many hours as possible. The additional payments to providers will therefore be made at either Tier 1 or Tier 2 and will match the number of Early Education Funded entitlement hours that the child attends. For example, if a child is receiving 15 hours of funded entitlement they will receive 15 hours of additional SEND payments.

1.9 The funding rates in Tier 1 or 2 will be paid in addition to the base rate and any other supplements that the child attracts.

Table 3: Examples of possible funding rates for children

Base Rate	Tier 1 SEND	Tier 2SEND	Deprivation	EYPP	DAF (£615 / 570 hours)	Total £ per hour
£4.00	£2					£6.00
£4.00	£2		£0.53			£6.53
£4.00	£2		£0.53	£0.53		£7.06
£4.00		£6.30				£10.30
£4.00		£6.30	£0.53			£10.83
£4.00		£6.30	£0.53	£0.53		£11.36
£4.00		£6.30	£0.53	£0.53	£1.08	£12.44

1.10 The provider makes applications on behalf of the child's parent/carer.

1.11 When a child reaches school age the Early Years SEND team / Early Learning and Inclusion Team will support the setting to manage the child's transition into reception. Additional SEND payments provided will cease when the child leaves the setting to begin school at which point school will take the responsibility for meeting the child's needs.

2. What are the eligibility criteria for additional SEND payments?

2.1 The child must be in receipt of 2, 3 or 4-year-old Early Education Funding Entitlement.

2.2 The child must live in Bournemouth, Christchurch or Poole.

2.3 Providers must supply supporting evidence to show that the graduated response has been applied and that the child meets either Universal Plus / Partnership Plus Level (details of how to do this are in section 3 of this policy).

How does a provider evidence that a child meets either Universal Plus / Partnership Plus Level?

2.4 All children will need to be assessed where a provider anticipates the need for the additional SEND payments. The vast majority of children's needs can be accurately identified using either a:

- Schedule of Growing Skills (SOGS) assessment or a
- Derbyshire Small Steps (DSS) profile.

2.5 To ensure consistency, transparency and easier administration for providers, the local authority has matched the outcomes of these assessments to either the Universal Plus / Partnership Plus Levels found in the Special Educational Needs & Disability Guidance and Practitioner Toolkits. Tables 4 and 5 summarise how the outcome of a Schedule of Growing Skills assessment or Derbyshire Small Steps profile match to each funding tier. Detailed information about converting these

assessment outcomes to funding rates are available on the Additional SEND payments website.

Table 4: Schedule of Growing Skills Assessment

Tier 1. £2.00	The SOGS assessment shows the child's skills in at least 4 skill areas fall 2 or more areas below their chronological age
Tier 2 £6.30	The SOGS assessment shows the child's skills in at least 6 skill areas fall 3 or more intervals below their chronological age.

Table 5: Derbyshire Small Steps (DSS) Profile

Tier 1. £2.00	The DSS profile shows the child has delays in a least 4 areas below their chronological age, which must include: <ul style="list-style-type: none"> • one area being in the physical • two areas in communication and language • One area in personal, social & emotional development
Tier 2 £6.30	The DSS profile shows the child has delays in a least 6 areas below their chronological age, which must include: <ul style="list-style-type: none"> • one area being in the physical • two areas in communication and language • two areas in personal, social & emotional development

2.6 Local authority officers will complete assessments of children in partnership with the setting SENCO. Written parental permission must be obtained prior to the assessment taking place. This will ensure consistency of assessment completion. Local authority officers will use conversion tables to inform the provider which funding Tier the child is most eligible for.

2.7 It is unlikely that a SOGS assessment or DSS profile would not be appropriate. However, in very rare instances an alternative, appropriate assessment/s may be used to support the process. For example, Educational Psychology assessments or Paediatric reports.

2.8 Where 2.7 is applicable, Early Years SEND Managers will match the assessment information provided in the application with either the Universal Plus / Partnership Plus guidance to determine if a child is eligible for Tier 1 or Tier 2.

3. How does a provider make an application for additional SEND payments?

- 3.1 Providers must use the online Early Years Additional SEND Payment application form.
- 3.2 The providers Special Educational Needs Coordinator (SENCO) should complete the application form, however it may be completed by any relevant member of staff.
- 3.3 All applications will require the setting Manager/SENCO to confirm that parents are happy for them to proceed with an application

4. How will providers know that the application has been successful?

- 4.1 Providers will be informed that an application has been successful or unsuccessful via secure email, within 20 days.
- 4.2 Providers are responsible for communicating the outcome of the application to parents/carers.

5. When will the funding be paid to the provider?

- 5.1 The additional SEND payments will be made at the Early Education Funding balance payment stage.
- 5.2 For providers receiving their Early Education Funding twice termly, the balance payment occurs during the week prior to half term holidays.
- 5.3 For providers receiving their Early Education Funding monthly, the balance payment occurs during the first week of:
 - March, for a spring term
 - July, for a summer term,
 - December, for an autumn term.
- 5.4 If the application for SEND additional payment is successful, payments will be calculated from the day on which the online application is made.
- 5.5 Where the timing of an application means only part of that funding period is applicable (e.g. an application is made three weeks after the EEF funding period has begun) or the application is agreed by the local authority after the balance payment process has taken place, a manual payment will be raised.
- 5.6 The Additional SEND Payment will run concurrently with the Early Education Funding. For example, if a child is in receipt of the stretched

offer, the additional SEND payments will be made alongside the stretched offer.

- 5.7 If a child no longer requires support, payments will stop. In the unlikely event that providers are not able to demonstrate that they are using funds to support a child's development in accordance with their application, tight monitoring within specific timescales will be applied by Local Authority officers. In very rare circumstances funding may be withdrawn or reduced.
- 5.8 An internal review of funding will be made termly. Providers will need to reapply for additional SEND payments bi-termly if the provider believes that the child is still eligible. The reapplication must evidence the progress that the child has made and how additional SEND payments will support ongoing progress.
- 5.9 Providers can only claim additional SEND payments for children that are in attendance and accessing Early Education Funding. Periods of absence, where EEF (and therefore additional SEND payments) would not be paid are detailed in the sections Movement of Children and Attendance within the Early Education Funding Provider Agreement.

6. What can providers do if they don't agree with the funding allocation?

- 6.1 Providers can get in touch to discuss any discontent regarding additional SEND funding payments decisions by telephone, email or in writing to:

If Poole or Christchurch Provider	If a Bournemouth Provider
Early Learning and Inclusion Team Manager. Borough of Poole Dolphin Centre, Poole BH15 1SA	Early Years SEND Team Manager Early Education Funding E3 Town Hall Bourne Avenue Bournemouth BH2 6DY

6.2 If a provider remains dissatisfied following contact with the above they may appeal further in writing to:

If Poole or Christchurch Provider	If a Bournemouth Provider
Early Years Services Manager Borough of Poole Dolphin Centre, Poole BH15 1SA	Early Years Strategic Lead E3 Town Hall Bourne Avenue Bournemouth BH2 6DY

6.3 Providers should outline the reasons for their appeal and supply additional information to support the appeal.

6.4 Providers will be notified of the outcome in writing within 14 days of the Local Authority receiving the appeal. If the provider remains dissatisfied they should follow the BCP complaints procedure.