**Haringey Band C top-up application form**

This form is to be completed by the SENDCO or headteacher to apply for Band C top-up funding for a child or young person. Parental consent must be given before the form is submitted. The form consists of five parts:

**Part 1:** Basic information about the child / young person and the school.

**Part 2:** Information about the child or young person’s needs and the impact on their learning.

**Part 3:** Information about the support that has already been put in place for the child or young person and the impact on their learning.

**Part 4:** Information about the proposed support that would be put in place if the application for top-up funding is successful and the expected impact on their learning.

**Part 5:** Parental consent.

The form should be completed online and submitted to bandc@haringey.gov.uk

**Eligibility for Band C top-up funding**

Band C top-up funding has been made available by Haringey local authority for children and young people with SEND but who do not require an EHCP. The intention of the funding is to give schools the capacity to provide time-limited support, over and above what should be available through ordinarily available provision, to intervene earlier and prevent needs from escalating. Band C top-up funding is not a substitute for an EHCP and should not be used as such.

An application for Band C funding can be made for any child in a Haringey mainstream school or alternative provision, who is also a resident of Haringey, and whose needs in one or more areas of learning broadly correspond with the description of Band C needs set out in Haringey’s banding document which can be found on the SENDCO Forms and Resources webpage (<https://new.haringey.gov.uk/sendco-space/sendco-forms-resources>). The application must be made by the school.

Schools are able to apply for Band C funding for individual children or for small groups of children where, for example, access to specialist support might be delivered more effectively to two or more children together. Where a school is applying for Band C funding for an individual child all five sections of this form should be completed for that child. Where a school is applying for Band C funding for two or more children to receive the same support a linked application can be made. In these instances, Parts 1, 2, 3 and 5 should be completed for each child in the group. However, Part 4 can be completed to apply to the whole group and describe a single set of support and interventions for all the children in the linked application.

If the child moves to another Haringey school, the funding moves with them unless the funding has been allocated for group provision for more than one child in the school in which case the funding will remain with the applying school.

All children transferring between settings who need it will have Band C funding agreed for at least the autumn term of the year in which they transfer. This will enable receiving schools to plan provision from day 1 of the new academic year when a child starts school, and to collate evidence over the first term to be able to request an extension of the grant for a further period.

Schools are not permitted to apply for an EHCP and Band C funding at the same time.

**BAND C top-up funding amounts and duration**

Schools will need to evidence they have exhausted the first £6000 notional SEN support funding and detail any costs in excess of this. The funding will not be allocated for anything which should be ordinarily available. The maximum funding allocation that can be awarded is £3,000 per annum per child and will be paid via schools cashflow alongside SEND top-ups. Applications can also be made for less than £3,000 and the awarding panel has the discretion to award sums less than the total requested. Applicants are required to set out the approximate cost of the interventions and support they are proposing to the nearest £100. This should form the basis for the total sum of money requested.

Band C funding will be allocated in most cases for one year. A subsequent application for a further year’s funding can be made in exceptional circumstances where there is clear evidence of progress being made by the child or young person but further support, over and above what the school should be expected to provide as part of its ordinarily available provision, is needed in order to sustain that progress. In general, where the need for significant additional support persists beyond the lifetime of the Band C funding, then an application for an Education, health and care needs assessment should be considered and the Band C interventions and outcomes would form the basis of the evidence for this request.

 A child or young person may benefit from Band C funding at more than one point in their school career and more than one non-sequential application for a child is permitted. For example, a child that has benefitted from Band C funding in Year 3 to support their acquisition of language and communication skills may also benefit from further Band C funding in Year 8 to manage an emerging mental health need.

**What Band C funding can be used for**

Band C funding can be used to fund support in school that will have a positive impact on the child or young person’s learning, will foster greater independence and will help to prevent needs from escalating such that they might need an EHCP in future. Schools are encouraged to be creative in the support offer that they might put in place. Examples of what Band C funding can be used for include, but are not limited to:

* Additional adult support to deliver time-limited interventions; (for example for specific learning difficulties). These can include groups interventions as well as individual interventions.
* Access to support from specialist professionals, for example play therapy.
* Access to specialist resources, that are not within the ordinarily available offer, for example “See and Learn”.
* Capacity to organise learning differently, for example in smaller groups
* Training for staff
* Specialist assessments that are not available through local authority commissioned services, for example specialist dyslexia assessments. Any assessment commissioned must result in a plan for how the child or young person’s needs can be met most effectively in school.

Priority will be given to applications for resources which can be used flexibly for several children.

Band C funding cannot be used to fund:

* Support that is delivered outside school or in the home.
* Support that should be available in school as part of ordinarily available provision.
* Support that is provided through Haringey’s commissioned community health offer, for example speech and language assessments / provision or occupational therapy.
* Additional time from educational psychologists or therapists that are available through Haringey’s commissioned services, including buying in time from private EPs or therapists.
* Adaptations / equipment that needs to be provided in line with the disability act.

**How will decisions about Band C top-up funding be made?**

Applications for Band C funding will be sent electronically to bandc@haringey.gov.uk , at which point they will be triaged to ensure that the basic eligibility criteria have been met and that funding is not being requested for support that should be provided and funded by a different route.

Following the first stage triage, applications will be considered every half term by SENDCOs meeting together in local clusters. Schools making the application will need to attend the cluster panel to present the information in their application form and answer any questions. The cluster will make a recommendation on whether the application should be approved, the amount of funding and the duration. Where more than one school makes an application for similar support for children with similar needs, the SENDCO group may also make a recommendation that Band C funding should be allocated across more than one school to manage collaboratively.

A local authority representative will attend all the local cluster panels in an advisory role, but will not have a vote. The role of the local authority representative is to support the panel in reaching decisions, ensure consistency in decision-making across clusters and to manage the annual budget for Band C allocations.

The process is set out in the flow-chart below:

If a SENDCO cluster panel meeting decides that a child or young person is not eligible for Band C funding because their needs are such that they require an EHCP, the multi-agency SEND panel will be alerted and the school will initiate the process for an EHC needs assessment.

The multi-agency SEND panel may also determine that a child or young person for whom an EHCNA has been completed may benefit from Band C funding, if they do not require an EHCP. In those cases, the school and parents will be informed through the next steps meeting and the school will be able to discuss the detail of the Band C support package at the next cluster group meeting, should they wish to get the advice of fellow SENDCOs.

**Part 1: Basic information**

|  |  |
| --- | --- |
| Full name  | Click or tap here to enter text. |
| Pupil URN | Click or tap here to enter text. |
| Date of birth | Click or tap to enter a date. |
| Resident borough | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Gender | Click or tap here to enter text. |
| Ethnicity | Choose an item. |
| Date the child started at your school | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Name of parent with parental responsibility | Click or tap here to enter text. |
| Relationship to child | Click or tap here to enter text. |
| Contact details | Click or tap here to enter text. |
| Name of second parent with parental responsibility (if applicable) | Click or tap here to enter text. |
| Relationship to child | Click or tap here to enter text. |
| Contact details | Click or tap here to enter text. |

|  |  |
| --- | --- |
| School name | Click or tap here to enter text. |
| School DfE Number | Click or tap here to enter text. |
| Name of person completing this form | Click or tap here to enter text. |
| Contact details for person completing this form | Click or tap here to enter text. |

**Part 2: About the child or young person’s needs**

**Please do not use identifying details on parts 2-5 so the form can be distributed anonymously between schools**

|  |  |
| --- | --- |
| **Year group** | Click or tap here to enter text. |
| **Attainment of child / young person over the last term** | Click or tap here to enter text. |
| **Progress of child / young person over the last term** | Click or tap here to enter text. |

Please provide details of the child or young person’s banding for each of the main areas of special educational need, referring to Haringey’s Banding descriptions which can be found here. Against each area of need, please also provide a short description of the child or young person’s needs. Please include brief details of any specific assessments that you have carried out in order to understand the child or young person’s needs. Max 150 words for each area of need. If a child or young person has no particular needs in a particular area, it is sufficient to state this.

|  |  |  |
| --- | --- | --- |
| **Area of need** | **Banding (A to H)** | **Description of needs** |
| Cognition and Learning | Choose an item. | Click or tap here to enter text. |
| Speech and language | Choose an item. | Click or tap here to enter text. |
| Social, emotional and mental health | Choose an item. | Click or tap here to enter text. |
| Physical, medical and/or sensory | Choose an item. | Click or tap here to enter text. |

If any external assessments or diagnoses have been obtained, for example from an Educational Psychologist, Speech and Language Therapist etc please provide a brief summary below:

|  |  |
| --- | --- |
| **Source of assessment or diagnosis** | **Summary of findings** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Part 3: The support that has already been put in place and its impact**

Please provide details below of the support that you have already put in place for the child or young person, as part of ordinarily available provision and/or SEND support, and the impact that you have seen.

|  |  |  |
| --- | --- | --- |
| **Support provided** | **Duration** | **Impact on learning** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Please indicate by checking the boxes below, which other agencies or services to the best of your knowledge are currently, or have previously been, engaged with supporting the child or family:

LAC [ ]

CiN [ ]

Early Help [ ]

Speech and language [ ]

Occupational Therapy [ ]

Physiotherapy [ ]

CAMHS [ ]

Educational Psychology [ ]

LAST [ ]

Vision [ ]

Hearing [ ]

Other (Please specify) [ ]

|  |
| --- |
| Click or tap here to enter text. |

**Part 4: How the Band C top-up funding will be used**

Please provide below a detailed description of how you would use the Band C top-up funding to support the child or young person’s learning and development, the cost of providing the support and the expected impact. The costs can be approximate, and ideally should be provided to the nearest £100.

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed support**  | **Duration** | **Cost** | **Expected impact** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Please indicate the total amount of funding for which you wish to apply (maximum is £3,000 per child for a year). The total cost should not exceed the summed costs of interventions indicated above.

|  |
| --- |
| Click or tap here to enter text. |

**Part 5 – Parental consent**

Data Protection Act 2018 Right to be Informed - Privacy Notice

|  |  |
| --- | --- |
| Organisation collecting your information  | Haringey Council’s Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the information on the [Data Protection](http://www.haringey.gov.uk/contact/information-requests/data-protection) section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights. |
| Why we need your personal information  | We need your child’s personal information so that we can award you with Band C Funding |
| Data Protection Act 2018 basis for processing | Processing is necessary for compliance with a legal obligation |
| Details of statutory or contractual obligation | Children and Families Act 2014 (section 3), Education Act 1996 |
| Consequences of not providing the information  | Haringey Council will not be able to allocate your child with Band C Funding |
| Who we might share your information with | Haringey Council Staff, Education Staff, NHS staff |
| How long we will we keep your information  | 25 years from DOB |

**Parent/Carer Confirmation**

I confirm that the request for top-up funding to support my child has been fully discussed with me and that I have read and understand the attached information supporting the request. I agree to Haringey Council sharing this information with relevant agencies.

|  |  |
| --- | --- |
| Print name: | Click or tap here to enter text. |
| Signed: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |
| Completed by: | Click or tap here to enter text. |
| Print name: | Click or tap here to enter text. |
| Signed: Date: | Click or tap to enter a date. |