

High Needs Funding (Early Years)

Guidance notes

Introduction

Where it is felt that a child or young person has significant special educational needs which cannot be met through reasonable adjustments within the existing resources to provide for their early education it is possible to apply for top-up funding. This guidance explains how the process will operate.

Which providers are eligible to apply to the local authority for Early Years High Needs funding?

Schools with nursery provision

Early Years providers included on Suffolk's List of Providers

Which children will trigger Early Years High Needs funding?

The High Needs process will apply to all eligible 2, 3 and 4 year old children attending a childcare setting in receipt of the funded entitlement. For funded 2 year olds this will be up to 15 hours and for eligible 3 and 4 year olds this will be up to 30 hours. Funding must follow children as near to 'real time' as possible, therefore it will be necessary to assess **every** eligible child **each term** to ensure that providers are properly funded for each child they have with clearly evidenced high needs.

- The High Needs funding is available for children whose special educational needs are **significant** and **complex**.
- It is expected that children likely to trigger High Needs funding, will have a profile which includes aspects of **complex and severe** needs.
- **Please use your professional judgement when using these descriptors. They are used for children and young people from 0-25. Some of the descriptors when applied to an early year's child will not denote a significant additional need but will reflect the normal development of a young child.**

How will the Early Years High Needs Funding (HNF) process work?

Before completing the application, you will need to check:

- If the child lives outside of Suffolk, **and** has an EHCP, you will need to contact the Local Authority where they live to apply for High Needs Funding.

For children in a Nursery Class within a school and in a Private, Voluntary and Independent (PVI) setting, applications will continue to be made to the Suffolk County Council (SCC) Early Years and Childcare Service (EYCS).

The High Needs Funding process will follow four distinct stages as follows:

- Application process
- Moderation process
- Allocation of termly funding
- Arrangements for ensuring funding moves with the child or young person when they change school or setting.

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To apply:

- Complete the online application form (survey) **The child's name and date of birth must match what is held within the provider portal.**
- Send the High Needs pupil profile descriptor (appendix) by email to: EYCSEN@suffolk.gov.uk
- Only use the child's initials and your setting name, by doing this a secure email is not required. ****Important: only send the descriptor (appendix) - no other documents are required.**
- Applications for eligible children should be submitted within **the first 2 weeks of every school term.**

Important please note:

- The full application form will need to be completed at the first claim within an academic year (September to August).
- When emailing the appendix just use the child's initials and your setting name, by doing this a secure email is not required. **If you wish to use the child's full name you will need to request a secure email first.**
- **No further evidence is required** unless a moderator specifically requests this be sent in by secure email.

Repeat Claims

- A repeat claim should be completed for subsequent term/s within the same academic year.
- Ensure you include detailed information in the questions for repeat claims so moderators can assess the impact of the funding and progress of the child.
- Question 31 asks for any other information or changes to the initial claim that should be taken into account to support a repeat claim. It is important here that you detail a change in banding from previous claims. If you feel there is a significant change in needs which requires a different appendix, please indicate this here. A moderator may then contact you to request this is submitted.

Funded Hours

We will match the HN funding to the number of early education funded hours you claim for the child within the Suffolk Provider Portal (examples are at the end of this guidance).

Dual placements

Individual arrangements are made for children who have a dual placement with a special school assessment nursery (The Bridge, Hillside, Warren, Riverwalk and Thomas Wolsey schools).

Please contact the EYCS for confirmation of the hours available for you to claim for the child if they have such an arrangement.

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The Inclusion Service Referral Form should be completed if there is evidence that indicates that a child may benefit from specialist provision. This may include specialist support to meet complex health needs or specific learning differences or a placement in a specialist nursery, specialist unit or special school.

Please see the link below to the Inclusion Service referral form and information.

[Specialist Provision – Suffolk Learning](#)

The Moderation Process and Collecting Evidence

Because there is no absolute criterion or set of criteria for identifying SEND, we will continue to use a moderation process to ensure that the allocation of additional HN top-up funding is as consistent and fair as possible. This may change in future if the government pursues its plan to introduce a national banding system.

It is expected that providing evidence for pupils deemed to have High Needs will be straightforward. These pupils will have clearly identified levels of additional need; most of them will already be known to LA services and other agencies such as the Special School Outreach Services, Child Development Centre etc.

The purpose of the evidence submission is to allow moderators to verify the banding applications that individual providers have made. Moderators need to quickly form a view of the child's difficulties and how these present in the setting.

In summary, providers should find they have evidence ready to hand:

****Important reminder** DO NOT** send any additional information or documentation unless it is requested by a moderator.

Information will be updated and made available for schools and childcare providers please check **each term** for updated information and documents.

SCHOOLS Reminder for Reception children

- Are claimed for via the **Schools HN process** (YR and above).
- Please email SENDdatacollection@suffolk.gov.uk if you have any queries around the school's process.

Funding amounts and examples

The HN funding will be allocated using a banding approach as described in the table below.

The amount that you will be paid is the hourly rate multiplied by the number of funded hours the child is attending. This will be the total amount paid for the term. If a significant part of a term is not attended the amount maybe reduced.

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<p>Complex Needs</p> <p><i>top-up funding is £23.33</i></p>	<p>The child's additional needs will fall largely within the complex needs descriptors (75% minimum)</p> <p>Example: An eligible child attends your provision for 15 hours a week. The total paid to you will be £349.95 per term. This is made up of the hourly rate £23.33 multiplied by the number of Government funded hours attended in a week: £23.33 x 15 hours.</p>
<p>Complex/Severe Needs</p> <p><i>top-up funding is £36.67</i></p>	<p>The child's additional needs will be spread across the complex and severe needs descriptors (50/50 approximately)</p> <p>Example: An eligible child attends your provision for 30 hours a week. The total paid to you will be £1100.10 per term. This is made up of the hourly rate £36.67 multiplied by the number of Government funded hours attended in a week: £36.67 x 30 hours.</p>
<p>Severe Needs</p> <p><i>top-up funding is £50</i></p>	<p>The child's additional needs will fall largely within the severe needs descriptors (75% minimum)</p> <p>Example: An eligible child attends your provision for 20 hours a week. The total paid to you will be £1000.00 per term. This is made up of the hourly rate £50.00 multiplied by the number of Government funded hours attended in a week: £50.00 x 20 hours.</p>