

Inclusion Panel Referral Form Guidance

Tab 1 – Personal Details

Please ensure all fields are completed in order to submit the form. You will not be able to submit the form unless all sections are complete.

Parental Permission is mandatory.

The date of the referral will automatically populate.

Please ensure you email address is entered correctly as this is where any correspondence about the progress of the application will be sent.

Area of Need

Whilst a child/young person may fit into more than one of these categories, please choose the area of need which is 'best fit'.

Diagnosis

This is for information only. The panel will consider the needs of the child, not the diagnosis.

Specific Vulnerability to Inclusion

Consider which of these vulnerabilities is best fit for the specific circumstances. You can only choose one option.

Additional Funding

If you are receiving any additional funding, it is important you name the funding and the annual/one-off amount. For example, if the application is for a Child in Care who is in receipt of Pupil Premium Plus, please let us know about this.

If the child/young person is on a part-time timetable, you must state how many hours a week they are currently attending school. You must also attach a clear re-integration plan demonstrating how their time will be increased week on week.

Part time timetable

If the child or young person is on a part-time timetable, please give details about how many hours they are in school. You must also attach a reintegration plan demonstrating the plans are to increase time in school. It may be that the application for funding is to support the reintegration.

Managed Move or Fair Access

Please input the information about their previous school. If it is a managed move referral, please ensure the provision is planned with the previous school who should have a good knowledge of the needs of the child/young person to inform the plans.

Other Agencies Involved

Please add the names of any agencies involved with the date of the last report/involvement but do not send in the reports/plans. The detail of any reports and advice should be incorporated into the provision maps etc, as appropriate. A new pop-up box will appear each time you select 'yes' so you can add as many agencies as required.

Describe the child/young person's strengths and/or preferred activities

Always really important to focus on the things that are going well, what the child/young person enjoys and what makes them happy

Describe the current situation regarding the child/young person's barriers to learning/inclusion

Remember that the only information the panel will know about the child/young person, their needs and the barriers they face to learning and inclusion is through how it is described in this section. Every situation is different and every child's needs are unique so be really clear in your description.

Describe how Inclusion Panel funding will improve and positively impact outcomes for this child/young person

Be really clear about how you intend that the support and/or funding will enable you to support the inclusion of the child/young person to improve their outcomes. Positive outcomes could be academic, social, emotional as well as life skills etc.

Assessment Information

Where possible, the assessment information recorded here should be an assessment linked to the particular vulnerability/area of need. For example, if the child is at risk of exclusion, a Boxall Profile score would be appropriate. If a Boxall Profile is inputted here, please enter a total score for developmental and one for diagnostic.

For children/young people with learning needs current teacher assessments provide the clearest indicator of attainment for reading, writing and mathematics. This can use National Curriculum expectations, SSSEN Formative Footprints, P-Scales, Celebratory Checkpoints or any equivalent. Standardised assessments for areas such as word reading may be used to supplement this information but are not essential.

You can add as many assessment scores as you feel appropriate.

Tab 2 – Demonstrating how the first £6000 (element 2) has been allocated

The first part of this tab is to clearly demonstrate how SEND notional funding is used to support the child/young person.

Click on 'Add Record'

A new pop up will appear for each intervention. You can list as many as you need to.

Intervention Name

Give the intervention a name – (e.g. Nurture Group, Social Skills Group)

Intervention Description

Clearly describe what happens in the intervention so that it is clear to the panel what it is delivering. Please note that "TA support" will not be considered as an intervention. It is important that proactive interventions describe what the support will look like. This may mean a number of different interventions throughout the day – these will each need to be named, described and costed.

Costings

Input the length of the intervention over a day, the number of days and the size of the group the intervention is delivered too.

You will then need to work out the weekly cost for the individual intervention. This will be the total cost (based on time and frequency) divided by the number of children in the group. When you input the weekly cost, the annual cost will be automatically worked out based on 39 weeks of support.

The rate used by panel is £17.59 per hour for Teaching Assistant support.

To be able to complete the second provision map, you must ensure that the first provision map totals £6000 or more and tick the box to indicate this.

For the second provision map, please complete in the same way as the first one. Remember that the interventions you describe will need to be an appropriate response to support and develop the identified needs of the child.

You will be required to enter the weekly cost for each intervention. The form will automatically add the weekly cost for each intervention to give you a total weekly cost.

You will then be required to enter how many weeks you require funding for. 39 weeks will be the maximum number you can input.

This will give the total amount being requested from the Inclusion Panel.

When you click on “Submit”, the form will automatically be sent to the Inclusion Panel inbox and you will receive a confirmation email.