

Guide to Inclusion Panel Funding Applications

Purpose of Inclusion Funding

- To provide fair and equitable access to top-up SEND funding for pupils **without** an EHCP.
- To allocate funding based on individual needs.
- To support inclusive practice, development, and progress.
- To enable timely support for pupils needing more than ordinarily available provision.

Who Can Apply

- Professionals in Derbyshire state-funded schools (excluding nursery and post-16 settings).
- Must use an official school email address.
- Parental permission is required for all applications.

Key Principles for Applications

- Be child-centered and needs-led.
- Focus on positive change and long-term outcomes.
- Ensure the support plan is proportionate to the described needs.
- Avoid unnecessary detail – provide a clear summary of needs and barriers.
- Use respectful and empathetic language.

Panel Considerations

- Is there a clear summary of the child's / young persons' needs and barriers?
- Do the proposed interventions on both provision maps meet those needs?
- Will the interventions be likely to lead to positive change?
- Is the proposed level of support proportionate to the needs described?
- Is there a long-term plan including preparation for adulthood?

Common Pitfalls to Avoid

- Reactive support is rarely funded – focus on proactive interventions.
- Supervision must be clearly described and justified in order to build skills and independence.
- Avoid vague assessments like “working below” – use current teacher assessments and standardised scores where appropriate.
- Language matters – avoid negativity and judgmental descriptions.

Funding Amounts

- Most requests fall between £1.5k–£4k.
- Requests over £6k must show exceptional need.
- Funding over £10k is rare but possible with strong justification.

Renewals

- Can be requested up to 8 weeks before current funding ends.
- Must show progress and a clear plan for continuing the proposed interventions.
- Identical renewals are unlikely to be approved.

Extensions

These can be agreed if:

- The child is in the EHCNA process but has gone beyond the statutory timescales.
- Funding ends in Summer Term of Year 2 (Infant), Year 6 or Year 11.
- Requests must be made before funding ends.

Please email cs.inclusionfund@derbyshire.gov.uk to request an extension form.

Support is Available

- Pre-request discussions are available for complex cases and for clarification.
- Follow-up discussions are available after a refused application

Contact: cs.inclusionfund@derbyshire.gov.uk

Online form: [Inclusion Panel - Derbyshire Local Offer](#)