

Post 16 Inclusion Panel Pilot

Terms of Reference

Inclusion funding for Post 16 is only available to young people aged 16-19 who are a Derbyshire resident and do not have an Education Health and Care Plan (EHCP).

Purpose

The purpose of the Post 16 Inclusion Panel Pilot is to ensure there is transparent, consistent, fair and focused decision making to award additional funding through the 'High Needs Block' to enable Post 16 providers to support the needs of young people where funding is required to enable their inclusion above the SEND place funding (sometimes referred to as Element 2) budget (£6000 per young person).

What happens at the Panel?

The information relating to the young person and their needs is reviewed by a panel member prior to the panel to ensure that they can read through everything and prepare for the panel meeting.

The information considered by the panel will vary depending on the request, but will always include:

- Confirmation of the needs of the young person
- Attendance data
- Reference to professional advice/involvement of other professionals
- Information about support and provision up to £6000 place funding (sometimes referred to as Element 2)
- Information about support and provision beyond the £6000 (Element 3)

Post 16 Inclusion Panel considers every request on an individual basis. It makes decisions based on the evidence provided and the following law and regulations:

- The Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- The SEND Code of Practice 2015

Notes of the decision made are taken before and during the meeting and are used to give feedback to the Post 16 provider.

Who attends the Panel?

- Strategic Lead for Inclusion Support Services (Chair)
- Preparation for Adulthood Lead Officer (Vice-chair)
- Commissioning Manager Post 16 SEND
- Commissioning Manager SEND
- Post 16 Assistant Head from Virtual School

What is the format of the panel?

The cases are presented by the officer to whom the cases were allocated. They give an overview of the current situation, and the needs of the young person based on the information in the application. They will feedback key information such as broad area of need, main barriers to inclusion, attendance, timetable, etc. They will also describe the current provision/first £6000 (sometimes referred to as Element 2) and the intended top up provision (HNB/Element 3 funding). The presenting officer will make recommendations and answer any questions panel members may have.

Key information required:

- Basic information (age, study programme, level of study and planned completion date, etc)
- Attendance data
- Primary area of need and specific vulnerability
- Other agencies involved (reports cannot be attached and must be interpreted into other parts of the form)
- Progress that has been made on the current study programme
- Description of strengths and barriers to learning
- First Provision Map demonstrating the first £6000 (sometimes referred to as Element 2) spend. This must describe proactive intervention aimed at supporting and developing the needs described in the 'description of need' section
- Details of assessments and additional support
- Description of how funding will improve and positively impact outcomes
- Second Provision Map demonstrating additional Element 3 HNB spend. This must describe proactive intervention aimed at supporting and developing the needs described in the 'description of need' section.

Possible Outcomes from Panel

Approved – full amount is approved by panel, and no amendments required.

Approved with Amendments – panel approved parts of the plan and provision, and the cost is amended accordingly. Feedback about changes will be given.

Rejected – panel did not approve the application and feedback with reasons will be clear and/or signpost for further support with the application. You will normally be given one opportunity to resubmit the application, within the agreed timescales, if the reason(s) for the refusal can be addressed.

Application Timescales and Frequency of Meetings

The Post 16 Inclusion Panel meets in Autumn term and Spring term, submission dates and panel dates can be found on the Post 16 Inclusion application:

Inclusion Panel for Post 16 Referral Form - Stage 1 - Self

Nb. There will not be a panel in summer term.

What happens after the Panel meeting?

Following the Panel meeting, the decision will be shared with the Post 16 provider and relevant feedback will be given via email. We aim to provide decisions on panel within two weeks of the meeting. Should you require further support, please contact the panel via email:

cs.post16inclusionfund@derbyshire.gov.uk quoting the Inclusion Panel reference number.

Please do not include any personal information relating to the young person.

Funding Agreements and Payments

Inclusion funding agreed will be a contribution towards the cost of the intervention being delivered.

If funding is approved at the Autumn term panel, then it will be back dated to the beginning of the academic year (September). If funding is approved at the Spring term panel, it will be back dated to the beginning of Spring term (January). There will not be a panel in the summer term.

Funding is only for the academic year in which it is approved. If support is required for the next academic year, then a new referral will need to be submitted at the start of the new academic year.

Post 16 providers

Providers will need to submit an invoice on a termly basis for the proportionate amount for each term to access the agreed Post 16 Inclusion funding amount.

The invoice must quote the Post 16 Inclusion Panel reference number and also state the total funding amount agreed for the academic year.

Invoices should be submitted to: cs.post16inclusionfinance@derbyshire.gov.uk

Derbyshire schools with a sixth form

Agreed funding will be allocated in the normal way, i.e. via a monthly allocation either by BACS remittance or journal allocation depending upon the status of the school.

Nb. Approval timescales will dictate when this funding is allocated. Nb. The first payment may include multiple months.

Other Useful Information

Movers in – applications may be considered for young people who arrive mid-year with additional needs. In this event you would need to contact the panel via email:

cs.post16inclusionfund@derbyshire.gov.uk for further advice.

Re-referrals – If there is a change in need/provision, re-referrals can be made in line with the timescales for each term.

Online form – the link to the online form can be found on the [Derbyshire Local Offer – Post-16 Inclusion Panel](#) webpage.

Additional Support – support can be sought by providers completing an application before, during or after an application via email: cs.post16inclusionfund@derbyshire.gov.uk

Please do not include any personal information relating to the young person in the email.