

REFERENCE GUIDE:

Early Years Provider Portal

Special Educational Needs (SEN)

In situations where a child with low level SEN or emerging SEN needs, requires more than the school or setting can provide through their regular budget, the Council may contribute funding through the SEN Inclusion Fund.

The Inclusion funding is £38.50 per week.

SECTION 1 – Applying for Inclusion funding

Children who would be in receipt of this funding would meet the criteria for SEN Support and this would be indicated where the child's needs:

- Meet descriptors in the “Special Educational Needs Support in Oxfordshire’s schools and settings.” <https://www2.oxfordshire.gov.uk/cms/content/guidance-and-procedures-support-providers>
- Are evidenced by clear tracking of their developmental levels which show a need to provide some additional provision/ planning for the child.
- Are considered by setting staff/class teacher, SENCo and parents to require this level of intervention and specific planning.
- May have required external agencies, such as speech and language therapists to be involved to offer advice and support which can be implemented with some small adaptations and interventions.

The Council has a duty to ensure that all funding is allocated in an effective and equitable manner. SEN data will be regularly reviewed, trends analysed and you may be contacted for a discussion to understand if data falls outside of expected trends.

Children in receipt of this funding will be supported through SEN outcomes planning and reviewing. You must be able to show how you have used this funding to offer the child an enhanced provision to support their access to appropriate developmental and learning opportunities and aid their progress.

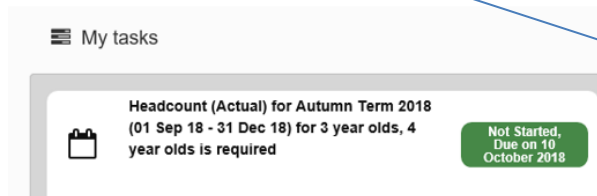
If any child in receipt of Inclusion Fund goes on to have higher needs and is awarded Additional SEN funding then this funding would cease. For information about Additional SEN Funding see: <https://www2.oxfordshire.gov.uk/cms/content/guidance-and-procedures-support-providers>

If there are any questions or concerns about access to this funding please contact the EYSEN team for a discussion - EYSEN.Funding@oxfordshire.gov.uk


SECTION 2 – How to claim SEN funds via the Provider Portal

This is done by indicating a K on the **Actual or Amendment Headcount Task** on the early years Provider Portal. (If the child is attending a nursery class in a school or a maintained nursery school you will also need to complete K on your census return).

Once a Task has been issued



Follow the usual claim process, but to claim SEN for a child, follow the steps below:

1. Find the child's claim row on the headcount form
2. Click on the blue button to the left of the child's name 
3. This will open to give the child's details page. Below the child's name and date of birth you will see a drop-down box for you select SEND Status. Select SEN Support (K)

Ethnicity * AOTH - Any Oth Asian b'ground (AAO) x v

First Language * Urdu (URD) x v

SEND Status Please select v

Funded Status Let the system decide

Please select v


- Education Health and Care Plan (E)
- No Special Provision (N)
- School Action (A)
- School Action Plus (P)
- School Action Plus-Under Asses (Q)
- SEN Support (K)
- Statement (S)

4. If the Education Health and Care Plan code E is already selected, **Do Not Change It**

First Language * Urdu (URD) v

SEND Status Education Health and Care Plan (E) x v

Funded Status Let the system decide

5. Remember to scroll down to the bottom of the page and click 
6. The funding team will collate this SEN claim data and make payment either at the Final or Amendment Payment, depending on which Task the data has come in on.