

## **SEN inclusion Fund (SENIF) Terms of Agreement**

SEN Inclusion Funding (SENIF) is agreed on the following basis for the timeframe detailed:

### 1a – all entitlements

SENIF is only agreed based on a child's actual attendance; if a child's attendance changes it is the Provision's responsibility to inform the SEN Inclusion Fund Finance Team of this change as soon as possible via email to [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk), including the child's name, the Provision name, the adjusted hours and date the change takes place from. If attendance has increased it must be in line with the FEEE headcount submission before SENIF can be adjusted.

### 1 b - Free For 2 (FF2) non-statutory element of SENIF

The Provision must be registered to access FF2 funding, as confirmed by Management Information.

SENIF will only be agreed in line with the FF2 Funding if the child is eligible for and in receipt of this entitlement, up to a maximum of 15 hours based on actual attendance, as confirmed by Management Information.

### 1c) Extended (30 hours) and Working Family Entitlements.

Additional checks are required for children in receipt of SENIF agreed in line with the extended entitlement to ensure that parents remain eligible for this entitlement. Checks will be made with Management Information up to 3 times per year. Should the family fall out of the grace period for this entitlement SENIF will be adjusted to be in line with the Universal entitlement.

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2) SENIF is not backdated and will commence from the start of the month following receipt of all required evidence. Requests for increases to existing SENIF agreements, as a child's attendance has increased, are not backdated. These adjustments will only commence to remain in line with access to the FEEE. SENIF will commence from the beginning of the following month (excluding increased attendance adjustments/agreements received in July or August which will commence from September).

3) SENIF agreements will not be made, except in exceptional circumstances, in Term 6 of the academic year for a child who will be of school starting age in the following September (Term 1). This is due to there being insufficient time to evidence any impact from the additional provision provided. SENIF does not have to be in place in order that the receiving Primary School can apply for High Needs Funding.

4) SENIF can be agreed for children of starting school age with agreed deferred or delayed entry written confirmation from the receiving mainstream primary school. Please contact [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) for further information on this process.

5) SENIF is also the funding mechanism for pre-school age children with an Education, Health and Care Plan (EHCP). If a current SENIF agreement is in place when an EHCP is issued no further action is required until the end of the SENIF agreement. An agreement to issue an EHCP does not qualify for additional funding. This will still be in line with the SENIF criteria.

6) Further to the annual SENIF Monitoring Visit if the child is found to be attending less hours than submitted on the SENIF request SENIF will be adjusted accordingly to remain in line with the actual attendance. This could include recoupment of any overpaid funds. At the Monitoring visit if the funds are not being used appropriately SENIF could be put on hold or ceased, or recouped

7) If the LA is made aware that a child's attendance has been low (less than 90%), they have had an extended absence, including planned hospital stays or holidays then consideration will be made to adjusting, ceasing or putting SENIF on hold.

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8) SENIF will continue for children attending settings with an Ofsted registration of Requires Improvement or Inadequate whilst the children remain in receipt of the FEEE. Should this be withdrawn then SENIF will be ceased in line with this. Applications cannot be made for children joining Inadequate Provisions after the Ofsted judgement has been made.

9) If the LA is made aware by the Provision, SENIF Practitioner or SENIF Monitoring Officer that a child has made good progress as evidenced by the last Reviewed Support Plan a decision about whether it is appropriate to reduce or cease SENIF will then be made at Complex Case Advisory Group. Good progress is defined as developing within age-appropriate early learning goals or functioning one level below age appropriate milestones of development.

10) The Prime Importance of Communication & Language, Physical Development and Personal, Social and Emotional Development and Early Years SENCo training are centrally funded and considered Universal training. This is not a requirement for SENIF applications but there is still an expectation that as it is Universal training it would have been attended.