


# East Leake Family

## Special Educational Needs and Disabilities Family Policy

**For the schools:**

- East Leake Academy
- Lantern Lane
- Gotham
- Brookside
- Costock
- Sutton Bonington
- Normanton

**Context:**

**Definitions of special educational needs (SEND) taken from section 20 of the Children and Families Act 2014.**

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

a) have a significantly greater difficulty in learning than the majority of others of the same age; or

b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

**Mission statement:**

Each school within The East Leake Family of schools has its own mission statement and school aims and values. These can be viewed on individual school websites or through the schools own SEND policies.

**The purpose of this policy is twofold:**

- To ensure that funding decisions for all children with complex special educational needs and disabilities in the East Leake Family are fair, specific and transparent.
- To formalise our practise into a working document that is clear, concise and enables all who work within our Family (including outside agencies) to follow and be aware of our agreed policy.

**Family Aims:**

- Ensure continuity and consistency across the family.
- Ensure parity of provision for children with similar levels of need.
- Develop a shared understanding of descriptors.
- Acknowledge and value our joint responsibilities as SENDCOs for Family decisions.
- To continue to develop good practice that leads to improved provision for all children with Special Educational Needs across the Family.
- To keep up to date with new initiatives, both locally and nationally.
- To review this policy on an annual basis.

**Structure of Funding Arrangements.**
Schools will receive funding allocations based on three elements of funding.

- Place Funding: Element 1 – Core Educational Funding (basic pupil entitlement),
- Place Funding: Element 2- Additional Support Funding (notional SEND budget.)
- Place Plus Funding: Element 3- Top-up Funding (AFN or HLN)

Each level has its own descriptors and funding source. The descriptors are contained in the 'Education Standards and Inclusion' booklet (Notts County Council 2020-21)

**Funding**
<u>High Level Needs</u>

Children with High Level Needs are funded from a central LA budget. The HLN panel meets regularly to make decisions and allocate funding. Prior to submission our Family moderation process ensures that applications are in line with the LA descriptors contained within the document 'High Needs Funding for Nottinghamshire Mainstream Schools. Arrangements for accessing additional funding for pupils with SEND 2025-26'. All HLN bids must be discussed with the Family SENDCO. The family SENDCO will be sent a list of the children for whom bids have been submitted and has the opportunity to disagree with that decision.

The panel assess High Level Needs at three sub-levels, each of which carry a different amount of funding and reflect the severity of need within the HLN criteria.

Children with HLN coming into the Family mid-year may have to be supported as far as possible by the AFN budget in the first instance, where contingency funding allows. Where emergency funding cannot be provided through contingency funds, Place funding will need to be used. This decision is made through the Family moderation process.

If a child is awarded HLN funding the East Leake Family of schools will not 'top up' from any other funding sources unless specifically directed to by the LA.

Additional Family Needs

1. The child's level of need is identified by the school's staff and SENDCO.
2. It is discussed at school level with relevant outside agencies, where there is agency involvement e.g. SIS, RP SEMHP and EPS.
3. Any pupils who are being considered for HLN bids will have High level AFN funding ring fenced in order to secure funds if the HLN bid is unsuccessful, subject to family level moderation.
4. The school SENDCO completes the agreed online application form prior to the Family moderation meeting. Forms must be completed in line with LA guidance and contain all relevant, agreed information. Schools will copy the forms and get them to the Family SENDCO two weeks before moderation. The family SENDCO will then distribute them to all SENDCOs. This will be done in time for each SENDCO to read and moderate before the Family moderation meeting.
5. The Family meets in the Spring or Early Summer term to allocate funding for the following three terms/key Stage as appropriate.
6. Moderation includes all SENDCOs and support staff (SIS / District SENDCO) where appropriate.
7. Children are then agreed as being LOW, MEDIUM or HIGH within the Family according to AFN descriptors. Funding is allocated accordingly.
8. If an AFN child changes school within the Family the funding goes with the child.
9. If an AFN child transfers out of the family the funding is returned to the family AFN budget.
10. Schools must ensure that all information required by the budget manager is submitted within four weeks from receiving the minutes of the AFN Family moderation meeting.
11. SENDCOs must ensure that they inform the Family SENDCO if a child who receives AFN funding leaves the school when they become off role so that funding can cease. Funding will normally cease at the next half term break.
12. Emergency allocation. When a previously unknown child with complex SEND is admitted to the Family or there is a significant change of circumstance for a known child and the school SENDCO feels they meet AFN criteria, the Family SENDCO should be contacted as soon as possible (to identify the need for a further moderation meeting.) The school SENDCO will then be asked to complete the appropriate bid form and send it to the Family SENDCO. There will then be a form of family moderation, in the form of a small committee, of at least 3 members, in order to moderate the new bid so that the contingency may be accessed. In this way we aim to support children swiftly without having to wait for the next Family meeting.
12. a) If a child previously discussed at a Family moderation meeting has a significant change in need, the above process should be followed, submitting a full bid.
12. b) If it is agreed at Family moderation to review a child this could again be done by a small committee. It should be sufficient to submit relevant and agreed update sheet outlining any additional information gathered, to supplement original bid.

* Sub-committee will consist of Family SENDCo and at least 2 other members.

13) Children in FS1 – Following the 2-year pilot of Early Years Inclusion Funding, children new in FS1 will now be funded by AFN. As these children are likely to begin FS1 at various times throughout the year a sub-committee will also be used to moderate these bids.

Place Funding:
There is an element in individual schools' budgets to support their own identified SEND priorities. This is calculated by a formula using free school meals, attainment and deprivation. It is the school's own decision

about who to support through this budget. However before a bid for AFN or HLN funding can be submitted schools must show they are providing £6000 of support (this should be shown through detailing all provision a child is accessing.)

**Roles and Responsibilities**

School SENDCo

- To identify children with SEND at the levels of additional Family or High Level needs.
- To liaise with the relevant support staff and head teacher as appropriate prior to the funding allocation meeting.
- To complete agreed bid forms by an agreed timeline for individual children in their school.
- To ensure high level submissions are discussed with the Family SENDCo
- To play an active part during the Family meetings.
- To organise SEND training for staff in school.
- To ensure own CPD is up to date.
- To track and monitor provision and outcomes for SEND children.
- To contribute the EHCP process by completing relevant paperwork and attending meetings.
- To do their best to attend planned springboard and SEND family meetings. To inform the family SENDCO if not attending springboard and to pass on information about children in the springboard list.

Family SENDCo

- To chair the Family meetings
- To ensure the appropriate people are invited to each meeting. (Head teachers and governors to be invited to attend to observe process.)
- To distribute the minutes.
- To attend training for Family SENDCOS
- To liaise on behalf of the Family with the LA.
- To liaise on behalf of the Family with the Rushcliffe District SENDCO group.
- To collate Family monitoring information as required by the LA.
- To ensure deadlines for funding are met.
- To co-ordinate family training.
- To support the SENDCos in the family in improving and maintaining the quality, continuity and consistency of provision for children with SEND through sign posting.
- To provide budget manager with register of people who attended each meeting/ attendance at funded courses.
- To ensure own CPD is current.
- To arrange for other SENDCO's to attend training on behalf of family if unable to attend.

Family Budget Manager

- To provide the family with regular budget updates.
- To administer Family funds according to LA procedures.
- To collect the required budget monitoring information on individuals supported through the Family budget.

**Training**

- Family SENDCO training will be funded through FNF funding.
- Opportunities may be provided for collective training where and when appropriate.
- Training often takes place in partnership with the wider school community e.g. within the family and through the LA.

**Transition**

Transition between educational settings can be a traumatic time for children with SEND. It is important to ensure a smooth transition and provide additional support. This will involve liaison between educational settings, and outside agencies where relevant, to provide an individual plan of action.

**Partnership**

A wide range of external agencies provide support for The East Leake Family of schools. These include:

- Schools Inclusion Service (SIS)
- Educational Psychology Service (EPS)
- Speech and Language Therapy Services (SALT)
- Health Services
- Statutory SEND Services (previously ICDS)
- CAMHS
- Rushcliffe Primary SEMH Partnership.

**GDPR and Privacy Notice**

As a family of schools we will share information with each other (including sensitive information such as assessment data and medical information) This will enable us to make decisions, moderate and access support.

To ensure that we do this in the safest way possible we will comply with the General Data Protection Regulations.

- When sending information about a child to another SENDCo or the family SENDCo only initials of the child will be used.
- Any documents which contain sensitive information will be password protected and the password sent in a separate email. This includes AFN/HLN bids.
- AFN bids will only contain initials of the child throughout the bid and only the postcode needs to be supplied as the address.
- For AFN moderation the family SENDCO and budget manager will be the only people to know the full name of the child which will be kept secure on computer which is password protected.
- After the AFN process the family SENDCO will ask all SENCOs to delete their copies of bid. One copy which will be kept securely by the family SENDCO. ELA SENDCO may keep Year 6 bids for information.
- HLN bids will need to contain full names and addresses, and we will follow the county council's guidance on how to submit these bids securely.
- Information used for Springboard will be kept securely on the Nottinghamshire SENCO SharePoint. Individual SENCOs have signed user agreements for this SharePoint, which have been sent directly to Nottinghamshire local authority.

Reviewed October 2026