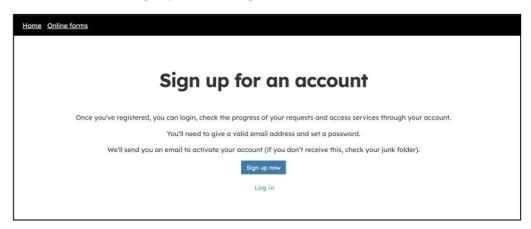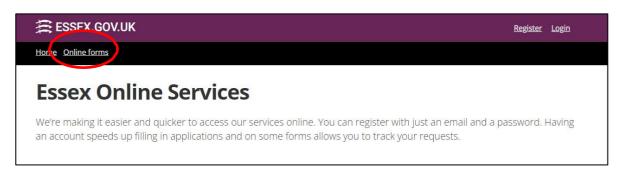**ONLINE FORM: SENIF**

1. Click the link to open the SENIF Application Form
2. To submit an application for SENIF, please create an account – you will not be able to submit an application without an account
   a. Select sign up to create an account and enter an email and password, wait for link to confirm sign up and then log in
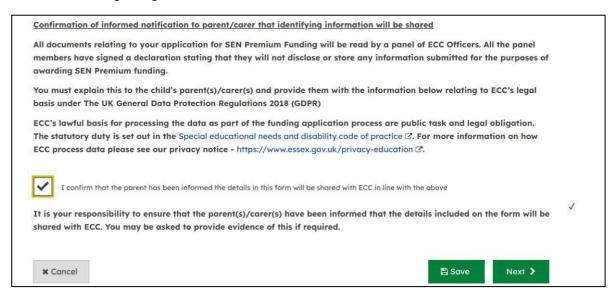

   b. Once logged in for the first time you will be asked to create a profile to complete the set up, this will only need to be done once

3. Click **Online Forms** at the top of the page and then from the list of online forms go down to the *S column* and select the **Special Education Needs Inclusion Funding (SENIF) Application Form**

4. You will start on the introduction page, where there is some information to read through about the SENIF Funding process.
   a. At the bottom of the page is a tick box to confirm that parents have been informed about the details of their child being shared with ECC – you cannot proceed without agreeing to this

5. Once you have ticked the confirmation box, select next and this will take you to the next section 'About the Child'. Fill in the below details. Please note that questions marked with a red star are compulsory.
   a. Name of child
   b. Their address - look up their postcode and then select the address from the drop down or type in manually
   c. Date of birth (you can type manually or select from the calendar)

d. When the child started attending the setting
e. Date they are due to start school, if this is known
f. Date of most recent review of one plan, or the date it was produced if a new one plan
g. Date of any previous review of the one plan - leave blank
h. Total number of FEEE funding the child claims per week at the named setting
i. Select one option for the main area of need

Date the child started attending current early years setting *

Date when child is due to start attending school in Reception Year (if known)

Date of current review of one plan *

Date of previous review of one plan

How many hours of FEEE funding does the child claim per week at named setting? *

Hours

Please select the main area of need *

◯ Communication and Interaction

◯ Cognition and Learning

◯ Social, Emotional and Mental Health

◯ Sensory and/or physical needs

Please provide details of any other forms of funding that the child receives (e.g., Early Years Pupil Premium, Disability Access Funding)

Source of funding

Select... ⌄

Amount

£

✔ Add Record

> j. Provide details of any other funding the child receives, if they do so, by selecting the source of funding, entering the amount and then clicking 'Add Record'
>
> 6. Once you click next, this will take you to the next section 'About the request for Funding'
>> a. Choose the type of request, **if you have selected new or ongoing** please chose which term of funding you are applying for – only one term of funding can be applied for at a time

Type of request for SENIF *

● New, first-time request for SENIF ✓

○ Ongoing termly request for SENIF

○ Resubmission following an application that was judged NOT to meet the threshold for funding

Which term are you applying for *

Select... ⌄

>> b. **If it is a resubmission**, then select if all the actions requested by panel have been carried out and provide detail on the actions taken or the updates made and then select the term

Type of request for SENIF *

○ New, first-time request for SENIF ✓

○ Ongoing termly request for SENIF

● Resubmission following an application that was judged NOT to meet the threshold for funding

Have all actions that panel requested in their feedback of the previous application have been carried out *

○ Yes

○ No

Please detail actions taken and/or updates made to the one plan *
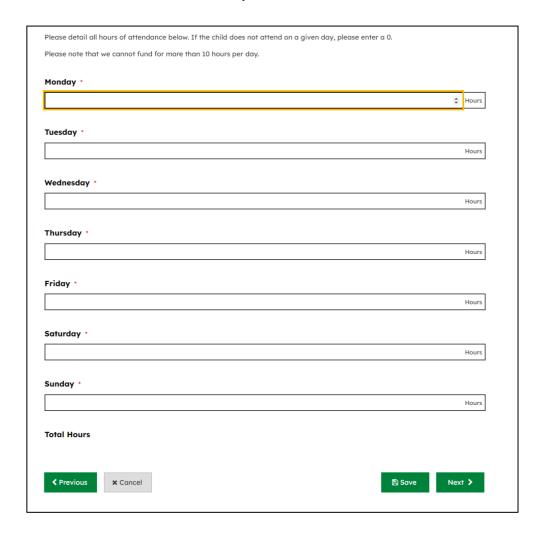
Which term are you applying for *

Select... ⌄

7. **Exceptional Circumstances** provides the opportunity to apply for additional top up funding to support inclusion for children who meet the medium and high banding descriptors who either:
    a. Are **currently** attending for more than their FEEE funded hours
    b. OR are currently not eligible for FEEE funding at all
8. Please refer to the banding descriptors before completing this section and ensure that the child meets the mid or high bands and that the other two criteria are applicable. **Exceptional circumstances MUST NOT be used to cover the parental cost of additional hours. It must only be used as a top up to support inclusion and/or enhancing ratio for hours the child is currently attending that are in addition to any FEEE funded hours**
9. Select NO if you do not wish to apply for exceptional circumstances

---

Do you believe that this application is an exceptional circumstance as per the criteria listed in the Essex SEN funding early years operational guidance and wish to apply for more hours than the funded early education entitlement?

*   ✓

○ Yes

● No

‹ Previous   **✗ Cancel**   **🖫 Save**   **Next ›**

---

b. **IF YES**, then please answer the questions related to each criteria and upload any documents that support your claim – **PLEASE NOTE THIS IS NOT THE ONE PLAN**, the one plan is uploaded in the next section

---

Please demonstrate that the child has "medium" or "high" needs according to the Essex Early Years banding descriptors and that there would be education and developmental benefits to the child spending additional hours in the early years setting (evidence might include prior award of SENIF at the medium or high rate, clear details of how the child's needs meet the criteria for medium or high funding, an IP report that notes the benefit of additional hours for the child)

*

[ ]

Please detail the reasonable adjustments (including funding flexibly and effectively) that have been made to support the child and detail why their needs cannot be met from existing resources

*

[ ]

Please supply evidence of exceptional circumstances for the parents/carers such that they need to access additional hours to support them in parenting their child

*

[ ]

Upload any relevant documents to support the request for additional hours of funding over and above the child's FEEE funded hours

Drop files here to upload –   **⬆ upload**

Uploaded: 0 of 5

c. Following the evidence please input how many hours each day the child attends, if they do not attend a certain day please input 0 – **PLEASE NOTE we can only fund for a maximum of 10 hours a day**

Please detail all hours of attendance below. If the child does not attend on a given day, please enter a 0.

Please note that we cannot fund for more than 10 hours per day.

Monday *

[⬍] Hours

Tuesday *

[   ] Hours

Wednesday *

[   ] Hours

Thursday *

[   ] Hours

Friday *

[   ] Hours

Saturday *

[   ] Hours

Sunday *

[   ] Hours

Total Hours

[❮ Previous] [✖ Cancel]   [🖫 Save] [Next ❯]

9. The next section is about the about the setting and enables you to upload the One Plan (or SEND support plan) plus any other supporting documents
    a. Start with the details of the person who is submitting the request and the contact details for the setting. Use the postcode search to find the setting's address and select the right one from the drop down or type the address in manually

Name of person submitting request *

Role *

Telephone *

Contact email address *
Must be a business email

Confirm email address *

Name of setting *

Address of setting

Postcode search *

Enter address manually

b. The final stage is to upload the one plan, any other supporting documents and put any notes or comments you think the panel should know. Use this field if you would like panel to consider a rate increase, to provide any information not already included that is relevant or to note if the child attends another setting in addition to yours

Please upload a copy of the child's most recent one plan *

This must have been reviewed recently - panel will apply discretion to applications for the second term of funding due to the timing of reviews. All subsequent applications must demonstrate that regular, termly reviews are taking place.

Drop files here to upload -   ↥ upload

Uploaded: 0 of 1

The one plan must evidence:

- the child's needs in all areas of learning and development
- the SMART outcomes, targets and small steps to achievement that are in place
- any reasonable adjustments currently made, and support put in place with details over what period of time and what progress the child has made as a result
- an overview of discussions had with the child's parents
- an overview of discussions had with other professionals involved with the child

A review must show:

- the targets currently working towards
- any progress made
- how the child is supported in a whole group, small group and individual situation

Please upload any other supporting documents you wish panel to review

This may include a healthcare plan (if applicable), a report from an education or health care professional or any other information you wish panel to review.

Drop files here to upload -   ↥ upload

Uploaded: 0 of 5

Please use the box below to provide any further information or comments for panel

‹ Previous   ✕ Cancel   🖫 Save   ✔ Submit

10. Press the submit button at the end and this will take you to the summary page of your submission.
    a. It will detail the reference number
    b. A copy of your answers
    c. It will also ask if you would like to download a pdf copy of your submission at the bottom of the page. You will be emailed a copy of your submission, including supporting documents.
    d. Click continue to take you to the My Submission Requests homepage

MY SUBMITTED REQUESTS

- At the top of the online form page is the tab 'My Submitted Requests', this is where you can see submitted applications

- Once that have been submitted will appear as below, by clicking on the application you will be able to see the summary which shows the name of the child and term that is being applied for.

▶	IFA610343971	Inclusion funding application	30/04/2024 11:58:55	Open	Authorise

▼	IFA610343971	Inclusion funding application	30/04/2024 11:58:55	Open	Authorise

Application

Task ID	Start Date	Completed Date	Summary	Action
IFA610343971	30/04/2024 11:58:55	30/04/2024 11:58:56	Name of child : test test, Which term are you applying for : Autumn Term	View

- At any point during the form, you can also save and come back to it later. When filling out the form at the bottom will be a green save button, once you click this you can exit the screen and come back to your submitted requests to finish the form

💾 Save

- Saved applications that have not been submitted will appear as below, with a case status of saved. By clicking in to the box, there will be a green button that says continue which will take you back to where you were in the application

	Case ID	Process	Date Submitted	Case End Date	Case Status	Current Stage
▶	IFA610361327	Inclusion funding application	30/04/2024 12:02:24		Saved	Application

- When the application is accepted the case will be closed and the current stage will say case closed, as below

▸	IFA610343971	Inclusion funding application	30/04/2024 11:58:55	30/04/2024 12:28:13	Closed	Case Closed

- When the application is rejected the case will be closed

▸	IFA608806980	Inclusion funding application	24/04/2024 16:53:06	30/04/2024 12:30:27	Closed	Case Closed

- When the application needs additional information, it will appear with the white background in 'my submitted requests' as below.

▸	IFA610343971	Inclusion funding application	30/04/2024 11:58:55	Action Required	Update Infomation

▾	IFA610343971	Inclusion funding application	30/04/2024 11:58:55	Action Required	Update Infomation

Application

Task ID	Start Date	Completed Date	Summary	Action
IFA610343971	30/04/2024 11:58:55	30/04/2024 11:58:56	Name of child : test test, Which term are you applying for : Autumn Term	View

Update Infomation

Task ID	Start Date	Completed Date	Summary	Action
New Task	30/04/2024 12:19:13		Name of child : test test, Which term are you applying for : Autumn Term	Continue

- To view the update, click continue and you will be taken to the application and at the top will say what the action is as in the example below, provide the information requested and then click the submit button at the end of the form

Inclusion funding application

| Introduction | About the child | About the request for funding | About the setting |

Additional Information Needed *

| One Plan has not been updated with the review | ✓ |