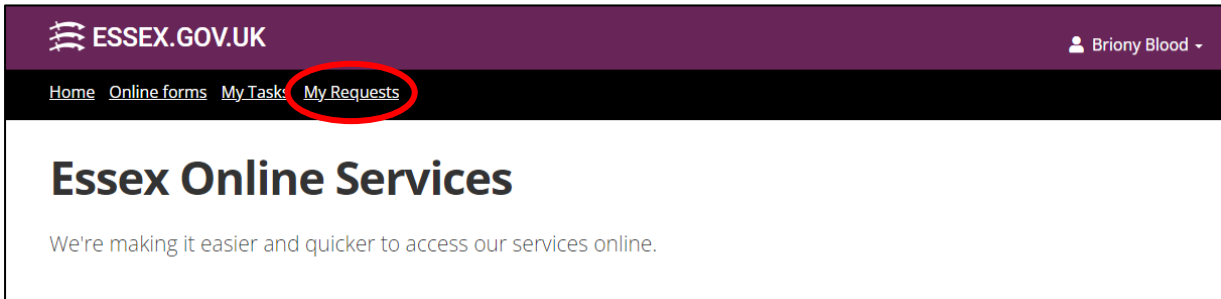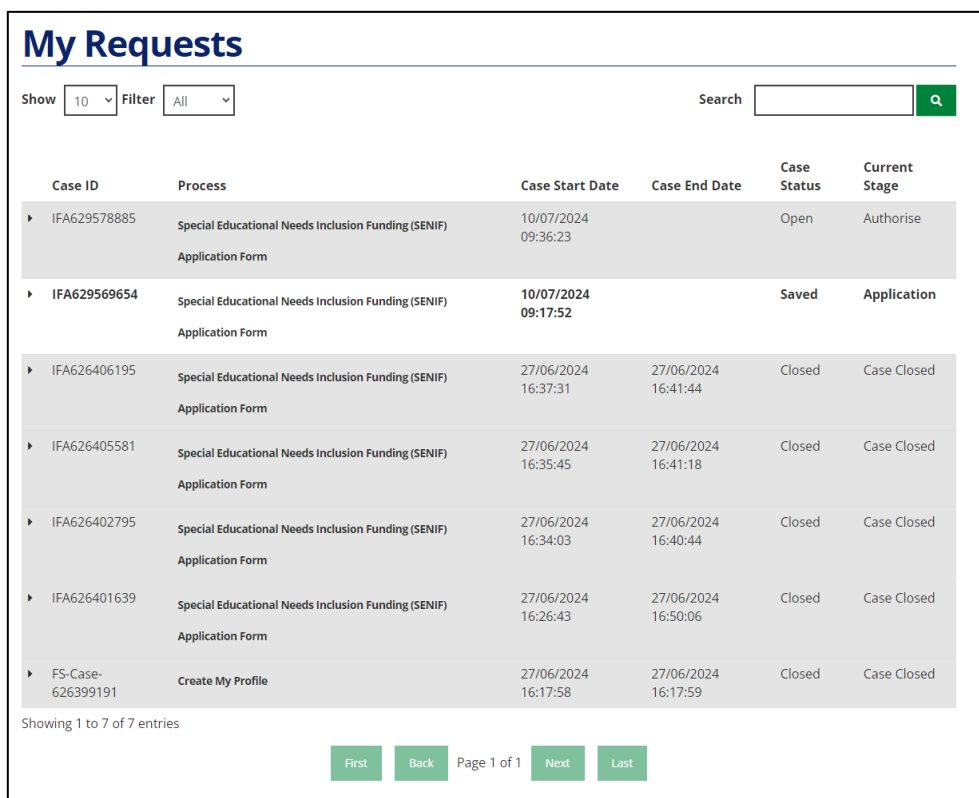## Submitting Saved Applications

1. Saved applications will be automatically deleted by the system after 30 days.
2. When you log in to the online form, up the top will be a **My Requests** tab, click this to view all your saved and submitted applications.

3. Once this is opened it will show you previous submitted applications, these are the ones that are in grey.
    a. If they have a closed case status that means a decision on whether the application has been accepted or rejected for panel has been made and you should have received an email confirming this.
    b. The open case status are the ones that are submitted but have not been reviewed by the panel admin team yet.
4. **Saved applications** that have not been submitted yet are in white and have the case status of Saved and current stage of Application

5. To submit the saved application, click on the application and a drop down will appear, click the continue button and it will take you back to the application.

My Requests

Show [10 v] Filter [All v]   Search [_____] [🔍]

Case ID	Process	Case Start Date	Case End Date	Case Status	Current Stage
▾ IFA629569654	Special Educational Needs Inclusion Funding (SENIF) Application Form	10/07/2024 09:17:52		Saved	Application

Application

Task ID	Start Date	Completed Date	Action
IFA629569654	10/07/2024 09:17:52		Continue

6. Once you have finished your application on the last tab, ***About the Setting***, will be the submit button at the bottom of the page, this is next to the save button. Click ***submit*** and this will submit the application for the admin team to be able to review the application and then let

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
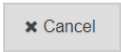
Please upload any other supporting documents you wish panel to review

This MUST include a healthcare plan if the child has a medical need. You may wish to include a report from education, a report from a health care professional of any other information you wish panel to review.

Drop files here to upload – [⬆ upload]

Uploaded: 0 of 8

Please use the box below to provide any further information or comments for panel, eg requests for reconsideration of rate

[   ]

[❮ Previous] [✖ Cancel]   [💾 Save] [✔ Submit]

you know if we can accept the application for panel, reject it or ask for additional information if we need it.