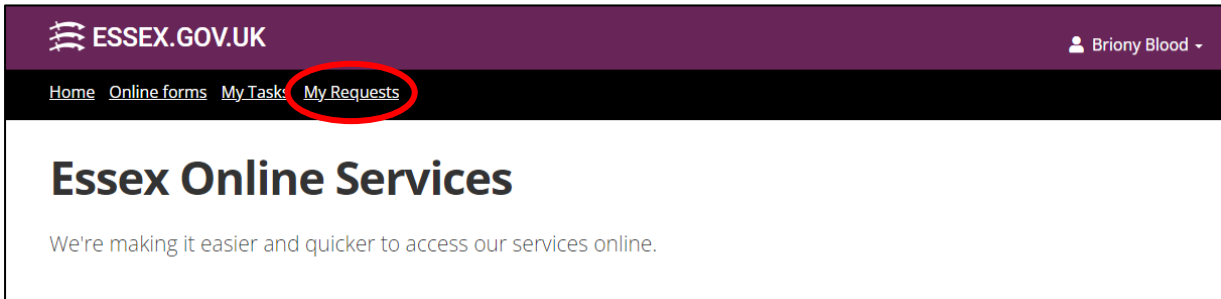


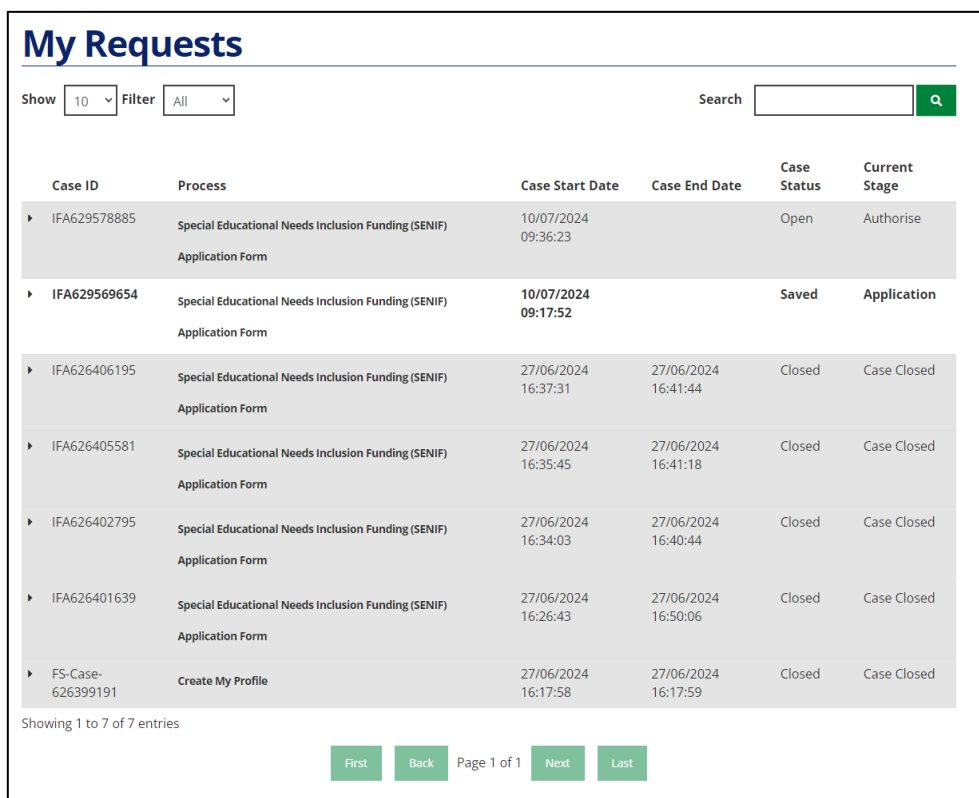
## Submitting Saved Applications

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.



The screenshot shows the top navigation bar of the Essex Government website. The logo 'ESSEX.GOV.UK' is on the left, and the user name 'Briony Blood' is on the right. The navigation menu includes 'Home', 'Online forms', 'My Task', and 'My Requests', with 'My Requests' highlighted by a red circle.

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



The screenshot shows the 'My Requests' page with a table of application records. The table has columns for Case ID, Process, Case Start Date, Case End Date, Case Status, and Current Stage. The first two rows are highlighted in grey, indicating they are previous submitted applications. The third row is white, indicating it is a saved application.

Case ID	Process	Case Start Date	Case End Date	Case Status	Current Stage
▶ IFA629578885	Special Educational Needs Inclusion Funding (SENIF) Application Form	10/07/2024 09:36:23		Open	Authorise
▶ IFA629569654	Special Educational Needs Inclusion Funding (SENIF) Application Form	10/07/2024 09:17:52		Saved	Application
▶ IFA626406195	Special Educational Needs Inclusion Funding (SENIF) Application Form	27/06/2024 16:37:31	27/06/2024 16:41:44	Closed	Case Closed
▶ IFA626405581	Special Educational Needs Inclusion Funding (SENIF) Application Form	27/06/2024 16:35:45	27/06/2024 16:41:18	Closed	Case Closed
▶ IFA626402795	Special Educational Needs Inclusion Funding (SENIF) Application Form	27/06/2024 16:34:03	27/06/2024 16:40:44	Closed	Case Closed
▶ IFA626401639	Special Educational Needs Inclusion Funding (SENIF) Application Form	27/06/2024 16:26:43	27/06/2024 16:50:06	Closed	Case Closed
▶ FS-Case-626399191	Create My Profile	27/06/2024 16:17:58	27/06/2024 16:17:59	Closed	Case Closed

Showing 1 to 7 of 7 entries

First Back Page 1 of 1 Next Last

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 Filter All 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


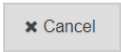


**Please upload any other supporting documents you wish panel to review**

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 - 

Uploaded: 0 of 8

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

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