

Guidance for Completing the SEN Inclusion Fund (SEN IF) Form

Contents

Before You Begin	1
Information to collect prior to completing the form.....	1
Provider Details	2
Checklist	2
Child Information.....	2
Other Professionals/External Agencies	3
Areas of development as needed	3
Additional Information	4
Terms and Conditions	4
Privacy and Consent	5
Link to application.....	5

Before You Begin

1. **Read the SEN Inclusion Funding Guidance** - [SEN-Inclusion-Fund-guidance.pdf](#)
2. **Local Offer:** Make sure you have a Local Offer published on the Family Information and Services Hub (FISH) - [Next Steps to promote your business and to offer Early Years Education \(EYE\) funding | Health and social care | Hampshire County Council](#)
3. **Exhaust Resources:** Ensure all resources have been exhausted in supporting the child within the setting and that the SEN Support Guidance for Early Years Providers has been applied - [documents.hants.gov.uk/childrens-services/SEN-SupportGuidance-EarlyYears.pdf](#)

Information to collect prior to completing the form

4. Provider details (name, email, Ofsted registration number)
5. Child's details (name, gender, date of birth)
6. Evidence of graduated approach and implemented SEN Support Guidance
7. Signed copies of the child's IEPs
8. Details of professionals/external agencies involved with the child
9. Developmental checklists and assessments
10. Specific examples of the child's strengths and difficulties and strategies in place
11. Relevant documents (Risk Assessments, Behaviour Plans, Health Care Plans)

Provider Details

- **Provider Name:** Enter the name of your setting.
- **Provider Email Address:** Provide a valid email address.
- **Local Offer:** Confirm if you have a Local Offer published. If not, you cannot proceed with the application.
- **Ofsted Registration Number:** Enter your Ofsted registration number.
- **SEN Support Guidance:** Confirm if you have read and implemented the SEN Support Guidance.
- **Graduated Approach:** Confirm if you have completed at least one cycle of the Graduated Approach (assess, plan, do, review).
- **Individual Education Plans (IEPs):** Upload signed copies of the child's most recent IEPs (current and reviewed).
- **Funding Usage:** Specify how the funding will be used (additional staff, resources, or a combination).
- **Resources:** If requesting a one-off payment for resources, list the equipment and their costs.

Checklist

- Children with finalised EHC plans, are in receipt of health funded continuing health care, or who are receiving a specialist early years SEN Hub placement will be checked by our admin team if selected. Applications who meet these criteria will not be required to submit detailed information in respect of Areas of Development as this will have been evidenced prior to this application. [Family Information and Services Hub | Early Years SEN Hubs in Hampshire](#)

Child Information

- **Child's Full Name:** Enter the child's full name.
- **Gender:** Select the child's gender.
- **Date of Birth:** Provide the child's date of birth.
- **Areas of Development:** Indicate the areas where the child requires targeted SEN support.
- **Strategies:** Provide a brief summary of the strategies in place to support the child's learning.
- **IEPs:** Upload signed copies of the child's most recent IEPs.
- **Attendance Hours:** Enter the number of hours the child currently attends.

- **Disability Living Allowance (DLA):** Indicate if the child is in receipt of DLA.

- **Disability Access Fund (DAF):** Confirm if the child is in receipt of DAF and describe how the funding has been used.

Other Professionals/External Agencies

- **Involved Professionals:** List the professionals or external agencies involved with the child.
- **Advice and Impact:** Share any advice given by these professionals and its impact on the child's progress.

Areas of development as needed

Communication & Language Development

- **Development Status:** Indicate if the child's communication and language development is on track.
- **Developmental Stage:** Enter the age and stage of development the child has reached.
- **Skills Assessment:** Assess the child's attention, listening skills, communication methods, and response to others' communication.
- **Examples and Strategies:** Provide specific examples of the child's difficulties and the strategies in place to support their learning.

Interaction and Play

- **Development Status:** Indicate if the child's interaction and play development is on track.
- **Developmental Stage:** Enter the age and stage of development the child has reached.
- **Interaction Assessment:** Assess the child's interaction with adults and peers, and their style of play.
- **Examples and Strategies:** Provide specific examples of the child's difficulties and the strategies in place to support their learning.

Cognition & Learning

- **Development Status:** Indicate if the child's cognition and learning development is on track.
- **Skills Assessment:** Assess the child's cognitive skills, problem-solving abilities, and risk-taking behaviors.
- **Examples and Strategies:** Provide specific examples of the child's difficulties and the strategies in place to support their learning.
- **Risk Assessment:** Indicate if the child has an Individual Risk Assessment or Individual Behaviour Plan.

Social, Emotional & Mental Health

- **Development Status:** Indicate if the child's social, emotional, and mental health development is on track.
- **Developmental Stage:** Enter the age and stage of development the child has reached.
- **Skills Assessment:** Assess the child's ability to manage feelings, make relationships, and their self-confidence.
- **Distressed Behaviours:** Indicate if the child exhibits distressed behaviours and their impact.
- **Examples and Strategies:** Provide specific examples of the child's difficulties and the strategies in place to support their learning.
- **Risk Assessment:** Indicate if the child has an Individual Risk Assessment or Individual Behaviour Plan.

Physical Development

- **Development Status:** Indicate if the child's physical development is on track.
- **Developmental Stage:** Enter the age and stage of development the child has reached.
- **Motor Skills and Health:** Assess the child's motor skills, vision, hearing, and general health.
- **Self-Care:** Indicate if the child requires adult support for self-care activities.
- **Examples and Strategies:** Provide specific examples of the child's difficulties and the strategies in place to support their learning.
- **Health Care Plan:** Indicate if the child has an Individual Health Care Plan.

Sensory Processing Needs

- **Sensory Needs:** Indicate if the child has any sensory needs.
- **Sensory Assessment:** Assess if the child is over or under-responsive to various sensory stimuli.
- **Examples and Strategies:** Describe the child's sensory processing needs and the strategies in place to meet these needs.
- **Risk Assessment:** Indicate if the child has an Individual Risk Assessment.

Additional Information

- **Upload Documents:** Upload any relevant documents such as Individual Risk Assessments, Behaviour Plans, or Health Care Plans.
- **Additional Information:** Provide any other information that may be relevant to the application.

Terms and Conditions

- **Agreement:** Confirm understanding of the requirement for SEN Inclusion Funding Monitoring. Inclusion team will review the use and impact of the funding.

Privacy and Consent

- Confirm the accuracy of the information provided and agree to the privacy and consent terms.

Link to application

[Hampshire County Council - SEN Inclusion Funding \(SEN IF\) Application Form](#)