During the registration process via Evoucher or contact from parents you may become aware that a child has special educational needs or disabilities (SEND)

Some questions that you would need to ask a parent / carer

Does the child currently receive 1:1 support during or outside of the school day?

If yes, please give specific details including hours per day:

The specific need(s) or difficulty the child is experiencing and how this is exhibited

Request the name of the school SENCO and seek consent from parents to make contact

Parents /carers must sign that they agree to the request for additional support and be informed that

Hounslow Council will process information included in the application in accordance with the Data Protection Act 1998. The Council will not disclose such information to any unauthorised person or body and will only use such information for the purposes of administering the application. The information will be retained only for as long as necessary to do so and then securely destroyed. The Council may also use this data in connection with the prevention or detection of fraud or other crime.**(See application form)**

In the likelihood that you are not aware of a child’s additional needs before they turn up with you. You will need to contact [HAF@Hounslow.gov.uk](mailto:HAF@Hounslow.gov.uk) immediately so an advisor can come out

**Most children’s needs can be meet though an integrated approach and no additional support would be required.**

**Please note: any Inclusion Grant Funding is provided by the Local Authority and is subject to eligibility, available budgets, and approval.**

**If approved, the Inclusion Grant funding is subject to the submission of a Support Plan and Risk Management Plan**

**Additional monitoring will take place to ensure the child’s needs are being meet and any absences will need to be communicated to the LA**

Complete Hounslow application for funding for approval this should be submitted 2 weeks prior to any start of delivery

Paperwork needed

Is an assessment needed?

Risk assessment will need to be in place

Support plan will need to be demonstrated

Explore

Do you have a named person with the skills needed to support a child with SEND – related to the child’s diagnoses

You must ensure that the support worker has the relevant skills, experience and/or training to appropriately support this child

Contact schools SENCO if the child receives 1;1 support at school exploring

Specify how an Inclusion Worker will help to support the child’s nee(s) and enable them to be fully included in the HAF activities.

The strategies or plans to put in place, to support the child’s need(s)