

SEN Inclusion Fund Process for Early Years Providers April 2024

Process for SEN Inclusion Fund

Read the SEN Inclusion Fund Terms & Conditions

- Available on Hounslow Local Offer – SEN Inclusion Fund page.
- Section included on the SEN Inclusion Fund Request Form that must be ticked to confirm that you have read and agree to these.
- [Hounslow Local Offer](#)

Read the SEN Inclusion Fund Eligibility Criteria

- Available on Hounslow Local Offer – SEN Inclusion Fund page.
- Check that the child that you are going to request funding for is eligible.
- [Hounslow Local Offer](#)

Obtain consent from parent/carer to submit request

- Section included on the SEN Inclusion Fund Request Form that must be ticked to confirm that parent/carer consent has been obtained and that they agree to the sharing of information.

Check the dates for SEN Inclusion Fund Panel

- SEN Inclusion Fund Panel dates for the current academic year are available on the Hounslow Local Offer – SEN Inclusion Fund page (Note the deadline date for submitting request form and supporting documents for each panel).
- [Hounslow Local Offer](#)

Process for SEN Inclusion Fund

Complete the SEN Inclusion Fund Request Form

- A link to the document is available on the Hounslow Local Offer – SEN Inclusion Fund page.
- Download document and 'Save As'.
- [Hounslow Local Offer](#)

All sections of the form should be completed in full

- Information should be accurate and current.
- It is recommended that you use the non-statutory Birth to 5 Matters guidance for the EYFS (2021) to provide assessment information.

Providing supporting evidence

- Supporting evidence should be provided if the child is known to any professional/specialist services and reports/assessments are available.
- These should be scanned and renamed (Type of report and month and year of report – do not include any sensitive information in title of document).

Email documents to seninclusionfunding@hounslow.gov.uk

- One email per child/request.
- All documents should be in pdf format and emailed to seninclusionfunding@hounslow.gov.uk (Must be sent securely to ensure compliancy with GDRP requirements).

Process for SEN Inclusion Fund

Return of SEN Inclusion Fund Review Document

- At the end of each academic year, it is a requirement to complete a SEN Inclusion Fund Review Document for each child that has received funding.
- A link to the document is available on Hounslow Local Offer – SEN Inclusion Fund page.
- Download document and ‘Save As’.
- [Hounslow Local Offer](#)

Return of Provision Map(s)

- Provision Map(s) should also be completed and returned for each term in which funding has been provided.
- A link to a template is available on Hounslow Local Offer – SEN Inclusion Fund page.
- Down template and ‘Save As’.
- [Hounslow Local Offer](#)

Email documents to seninclusionfunding@hounslow.gov.uk

- One email per child to include SEN Inclusion Fund Review Document and relevant Provision Map(s)
- All documents should be in pdf format and emailed to seninclusionfunding@hounslow.gov.uk (Must be sent securely to ensure compliancy with GDRP requirements).