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| **Individual or group HNTUF request** **Check list**    |
| **Evidence provided**  | **Please tick/highlight**  |
|   | **Yes**  | **No**  |
| School is at their identified ‘trigger point’ for making a request *(small schools with a trigger point of 3 or less may apply)* |   |   |
| No other requests for HNTUF have been made this term by the school (only one request for all CYP in need of HNTUF can be made per term).  |  |  |
| Information to indicate how the HNTUF will be used to increase access to the curriculum and learning environment and to support the CYP in achieving their outcomes.  |   |   |
| Overview of total HNTUF being received, for how many pupils and how this is currently being utilised  |   |   |
| Reviewed SEN Support Plan with signed parental consent *(signed within last 6 weeks)* |   |   |
| Costed timetable of the child’s provision or the provision that is to be in place  |   |   |
| Provision on the timetable is specific (what, by whom, staff to child ratio, location) and based on evidence-based approaches (name interventions and specific strategies) |   |   |
| Start date the provision is planned to be in place from and until (typically maximum of 2 terms will be agreed)  |   |   |
| Where applicable, reports shared from relevant professionals that support or recommend the provision to be in place  |   |   |
| For group top-up funding requests, please include a SEN Support Plan for each pupil and a costed timetable for the group *(individual timetables not required for group requests)* |   |   |
| CYP is or will be accessing a full-time educational offer upon receipt of HNTUF unless otherwise agreed |  |  |

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| **Equipment HNTUF request** **Check list**   |
| **Evidence provided**  | **Please tick/highlight**  |
|   | **Yes**  | **No**  |
| Item/s is over £500  |   |   |
| The external agency report stating that the equipment is required – this is typically a report from the Sensory Team or Specialist Teaching Team  |   |   |
| The SEN Support Plan – or an explanation of why a SEN Support Plan is not required  |   |   |

**Please note that outcomes following discussion at forum will be shared via email from the SEND Support Line by the end of the half term in which the application was submitted. Any funding agreed will be backdated to the date of submission or from when the planned support is due to commence.**

**Outcomes will be final and will set out the following information:**

* **If the request is agreed**
* **If the request is agreed but with a differing time scale or amount to the original request**
* **If the request is agreed but as part of grouped funding for a number of individuals where funding was applied for**
* **Where a request is agreed, this will include the number of hours funding agreed, start and end dates**
* **If the request is not agreed**

**All decisions are final. However, should a decision be disputed, further submissions of HNTUF can be made during the following term with additional information provided.**

**Requests for a continuation of funding must be made in the term prior to funding end date, schools to note that a failure to do so may result in a gap in funding received which the SEND Inclusion Forum will not be responsible for.**