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| --- | --- | --- | --- |
| **Name of Child/Young Person** |  | **Date of Birth** |  |
| **Name of Current Setting** |  | **NC Year Group** |  |
| **Please describe the reasons for this request and how the HNTUF will be used to increase access to the curriculum, learning environment and to support the CYP in achieving their outcomes** | Reason/s for the request:  How the HNTUF will be used to increase access to the curriculum, learning environment and to support the CYP in achieving their outcomes: | | |
| **Is the CYP attending on a full-time timetable** | YES / NO | **Have you discussed this funding request with parents/carers?**  ***(requests that have not been discussed with parents/carers cannot be considered)*** | YES / NO |
| **Attendance details**  (% authorised and unauthorised this academic year to date)  *Only CYP attending full-time or close to full time will be considered* |  | **Other sources of funding available for the child e.g. Pupil Premium** | Type:  Amount: |
| **Reviewed SEN Support Plan with signed parental consent (signed within last 6 weeks) is attached to this application** | YES / NO | **School is at their identified ‘trigger point’ for making a request, or is a small infant school with a trigger point of 3 of less** | YES / NO |
| **Where applicable if currently in receipt of HNTUF, include an overview of current HNTUF being received, for how many pupils and how this is being utilised** | Overview of current HNTUF (e.g. how much, when is this due to end?):  How many pupils receive HNTUF (including group funding):  How is the funding being utilised: | | |
| **Where applicable, reports from relevant professionals that support or recommend the provision to be in place** | YES / NO / NA |  |  |
| **Number of hours funding being requested per week?** |  | **Date the additional supporting staff member due to be in place from?** |  |
| **Start and end date provision is to be in place from and until** (typically maximum of up to 2 terms will be considered) | Start date: End date: | | |
| **Timetable attached which notes the following:**   * the additional hours of support in place or the provision that is to be in place * Provision on the timetable is specific (**what, by whom, staff to child ratio, location**), matched to identified needs and based on evidence-based approaches * Provision on the timetable matches the number of hours funding being requested   *(Requests cannot be considered without this information)* | YES / NO | | |

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Signature** |  |
| **Role** | ***(We expect school SENCo to make or sign the applications for HNTUF, where this is not the case, please ensure suitable senior member of staff has signed the application form)*** |
| **Contact Telephone Number** |  |
| **Contact email** |  |
| **Date form submitted** |  |
| **I am aware that only one HNTUF request per term can be made for all CYP that require funding and therefore subsequent requests during a term will not be considered.**  **I confirm that I have not previously made a request for HNTUF this term.** | YES / NO  YES / NO |

***Please also read MKC Top-up Funding Guidelines:*** [***Support in school | Milton Keynes City Council (mksendlocaloffer.co.uk)***](https://www.mksendlocaloffer.co.uk/education-and-send/support-school)

The SEND Inclusion Forum meets weekly and high needs top-up funding requests will be considered during term time only. Completed applications can be submitted at any time and will be considered in date order, at the closest forum meeting date with capacity.

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.

All decisions are 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 supporting information.

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.

All requests will be considered at the SEND Inclusion Forum by a minimum of 3 SEND Team senior representatives.

The agreed amount for high needs top-up funding for the financial year 2024-25 is amount of £13.16 per hour. School remains responsible for the first 12.85 hours in line with national funding guidelines (£6,000).

Please note that if the application is not complete, funding will not be considered and the form will be returned advising of this.