

Leics SEIPs

Leicestershire Secondary Education and Inclusion Partnerships

SENA FUNDING – GUIDANCE ON CHECKING ON FUNDING

Introduction: Some students who are being Programme Managed by the Partnerships are entitled to additional funding provided by Leicestershire SENA.

1. If a student has an EHCP which requires additional support in their mainstream school the school may be in receipt of “Top Up Funding”.
2. A student may also receive Top Up Funding from SENA without an EHCP as a result of the school making a case for additional funding. This funding ends at the end of each Key Stage.

This funding is paid to the school by SENA as listed on the “Top UP Funding Spreadsheets” see below.

3. Some students receive an enhanced package of support so that they can be educated by the Partnership rather than transferring to an Independent Sector Provider. Information about these students can be found in the “Behaviour Partnership Spreadsheet” see below.

During School Year 21-22 A. Stephenson will check the SENA spreadsheets against the Partnership Register. Changes will be made to the register* entry in Columns O and P to ensure that they show the sum allocated by SENA currently. Coordinators and Finance Officers should ensure that these sums are reclaimed from schools for programme managed students - or received directly from SENA (for those with enhanced packages of support).

*The Partnership Registers are available from Partnership admin staff.

Tracking down the spreadsheets for yourself:

STEP BY STEP LOGIN

1. Login to <https://www.leicestershiretradedservices.org.uk/>
2. You should then Log in using your own user name and password.
3. Click on Resources on top tool bar
4. Click on Finance (scroll down the page to find it)
5. Click on High Needs Funding (scroll down the page)
6. Click on High Needs Funding spreadsheets
7. Password is first three letters of the month and last two digits of the year ie Sep20.

“Behaviour Partnership Spreadsheet”

- This contains details of all the full time packages agreed with Partnerships – the £25.5k allocations.
- these should match wording on the child’s EHCP
- they are paid direct to the partnership fund holding school. (If you change the fund holding school you might need to let SENA know – see email address)
- funding continues until the end of the key stage or until an annual review changes it

“Top Up Funding Spreadsheets.”

- These contain the allocations for Top Up Funding for schools.
- A child may not have an EHCP to receive this funding
- The funding is paid for the school year only and has to be claimed again if needed for the following year
- This is paid to the school. The partnership will need to collect this from the school with the average pupil cost.

“Schools funding spreadsheets”

- These contain EHCP based SEND funding to schools.
- Funding is granted when a school is making provision for the child that has cost it more than a notional £10k. (element 1 pupil based funding approx. £4k, element 2 school held SEND funds £6k) For example a child requiring 32.5 hours of support from a TA will get a payment from SENA to cover the salary cost of a TA above £10k per year.
- The funding is paid to the school. The partnership will need to collect this from the school. It will also need to ensure that any programme for the child meets the requirements of the EHCP.

Anything missing or any problems contact sena.finance@leics.gov.uk

Revised July 21