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| **Application for Consideration at Funding Panel** |

Personal Budgets Proposal

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| **Name of SEND Casework Officer** |  |
| **Name of Parent making the request** |  |
| **Name of Young Person** |  |
| **Date of Birth** |  |
| **Primary Area of Need** |  |
| **Year group** |  |
| **School/Provision** |  |
| **Date of application** |  |
| **Request number** |  |

**Understanding SEN Budgets**

A Personal Budget for SEN is a sum of funding for a child or young person with an Education, Health and Care Plan. You, as a parent or young person, can use it to get the support you need. You can discuss how it could be used with your SEN Officer and decide how you want the funding managed.

A Personal Budget for SEN could be some or all of the Element 3 funding (known sometimes as Top Up/higher needs funding) which is allocated by Torbay Council to meet the additional and individual educational needs of your child or young person.

It might be possible to use some of the additional SEN funding within the school / college budget (what we call Element 2) as a personal budget, but this will only be with the agreement of the school or college.

If a proposed Personal Budget was to be taken as a direct payment to purchase special educational provision on the early years, school or college’s premises, local authorities must secure the agreement of the institution (refer to Code of Practice 9.104).

Some of the support and provision for your child may be funded through contracts or provided by us (Speech and language Therapy for example). In most circumstances this is unlikely to be available as part of a Personal SEN Budget however each request will be considered on its own merits.

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| Funding Category | What does the SEND Code of Practice say? |
| Element 2  Element 2 is the amount of money paid to your school to support those with additional needs including pupils with SEN and disabilities.  This funding is generally used to support SEN children as a group rather than for specific individual use. It could be used to pay for specialist staff or equipment for additional learning support (for example). | 6.95 All mainstream schools are provided with resources to support those with additional needs, including pupils with SEN and disabilities. Most of these resources are determined by a local funding formula, discussed with the local schools forum, which is also applied to local academies. School and academy sixth forms receive an allocation based on a national funding formula.  6.96 Schools have an amount identified within their overall budget, called the notional SEN budget. This is not a ring-fenced amount, and it is for the school to provide high quality appropriate support from the whole of its budget  6.97 It is for schools, as part of their normal budget planning, to determine their approach to using their resources to support the progress of pupils with SEN. The SENCO, headteacher and governing body or proprietor should establish a clear picture of the resources that are available to the school. They should consider their strategic approach to meeting SEN in the context of the total resources available, including any resources targeted at particular groups, such as the pupil premium. |
| Element 3  Element 3 is funding allocated by Torbay Council to meet the additional and individual educational needs of your child or young person. This amount is calculated by using an Activity Led Funding (ALF) formula.  Only children with an Education, Health and Care Plan or a Statement will have this indicative budget. | 6.99 Schools are not expected to meet the full costs of more expensive special educational provision from their core funding. They are expected to provide additional support which costs up to a nationally prescribed threshold per pupil per year. The responsible local authority, usually the authority where the child or young person lives, should provide additional top-up funding where the cost of the special educational provision required to meet the needs of an individual pupil exceeds the nationally prescribed threshold. |

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| **Reason for Application (what has changed and what is the evidence for this?** eg attendance/behaviour data, new diagnosis, standardised assessments etc**)** |
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| **How is the school currently using Elements 1, 2 and 3 to address the outcomes on the EHCP?** |
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| **What identified needs in the EHCP would the Personal Budget be used for and how would it address those needs?** |
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| **Please be very specific about what is being requested, the timescale and costings.** (If this section is not completed comprehensively it will be returned). |
| **What is being requested and costings?** (please include current funding and what is being requested at this time) |
| **How long are you requesting this for?** |
| **How will the impact of this be monitored, by whom and how often?** |
| **What are the expectations from this request?** *(what will success look like/what outcomes will you be working towards?)* |
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| **Please use the box below to add anything else that you feel might be relevant to this application.** |
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| **Date of Panel and Funding Panel Decision (*NB to be filled in by the monitoring team)*** |
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