

Provision Request Guidance

The information below will support completion of the table:

Include key points from involved professionals including any evidence that demonstrates a change in banding based on the SEND Handbook and Criteria.

- Share banding information and who provided this e.g., EP/SAT.
- Panel will allocate funding in line with the bottom of the banding unless additional information is shared, such as reference to a provision map.
- Evidence could include – references to updated provision maps, SEN support plans/IEP's (saved in the Pupil File (PF) with the naming system "Increase Request – Panel Date", for example: Increase Request – 12th Nov 2021).

Information should be succinctly presented, preferably in bullet points.

Examples:

Case Worker	Joe Bloggs		
Child/Young Person	Jane Template	DOB	03/10/2013
Educational Setting	Example Primary	NCY	3
Meeting/New Plan (including date)	New Plan – 02 November 2021	Review (including date)	02 November 2022
Primary Area of Need	Autism	Current Provision	
Case worker comments	Joint EP/SAT report states: Joe's learning falls in the profound SEND (Band 5 category) using Cumberland Council's SEND Handbook and Criteria.		
Decision (only used by panel)			

Case Worker	Joe Bloggs		
Child/Young Person	Jane Template	DOB	03/10/2013
Educational Setting	Example Primary	NCY	3
Meeting/New Plan (including date)	New Plan – 02 November 2021	Review (including date)	02 November 2022
Primary Area of Need	Physical/Medical	Current Provision	25 hours total (Band 5)
Case worker comments	<p>Joe has Prader-Willi syndrome. He has a diagnosis of tonic clonic epilepsy (commonly known as grand mal seizures). He also has absence seizures. He has Loss of chromosome 15q -between Q11.2 and Q13.1 and is also being assessed for ASC.</p> <p>School is asking for full time support at Band 6.</p> <p>SAT agrees with school's request.</p> <p>Joe's individual Health Care Plan has been saved in the Pupil File.</p>		
Decision (only used by panel)			

Case Worker	Joe Bloggs		
Child/Young Person	Jane Template	DOB	03/10/2013
Educational Setting	Example Primary	NCY	3
Meeting/New Plan (including date)	New Plan – 02 November 2021	Review (including date)	02 November 2022
Primary Area of Need	Autism Spectrum Condition	Current Provision	27 Hours (Band 5)
Case worker comments	<p>Information from Annual Review summarising a change in need:</p> <p>Frequently throws himself on the floor or kicks out when frustrated and needs a member of staff to ensure his safety and that of the other children around him. He is pre-verbal and therefore unable to explain his needs so requires 1:1 supervision by a member of staff who knows him well.</p> <ul style="list-style-type: none"> • Detailed timetable saved in PF. • EP also responded via email (saved in PF). • EP agrees as Joe gets older this widens the gap between him and his peers. • Requesting Band 6 support. 		
Decision (only used by panel)			

Case Worker	Joe Bloggs		
Child/Young Person	Jane Template	DOB	03/10/2013
Educational Setting	Example Primary	NCY	3
Meeting/New Plan (including date)	New Plan – 02 November 2021	Review (including date)	02 November 2022
Primary Area of Need	Autism Spectrum Condition	Current Provision	22 Hours (Band 4)
Case worker comments	<p>Jane wishes to remain at Example Secondary for Post 16 - she is a CLA recently returned to placement in Cumberland.</p> <p>Example Secondary have been working with Jasmine since last Easter and would like to finalise her placement officially to provide a more cohesive educational package as she is no longer registered to Template High (previously placed in Lancashire).</p> <p>Example Secondary are proposing the following programme.</p> <ul style="list-style-type: none"> • Up to 16 hours (Tuesday, Wednesday, Thursday). • One to one support. • Mathematics entry level 1+. • English entry level 2+. • Beauty therapy 1.5 weekly session provided by external tutor. • Life Skills mixed in with Literacy and Numeracy. <p>The cost would be based on one to one instructions (staff and professional expenses) £21,000 per academic year or pro rata.</p>		
Decision (only used by panel)			