

HIGH NEEDS FUNDING GUIDANCE

2018/19

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1. PURPOSE

- 1.1 This document outlines Northamptonshire's high needs funding arrangements under the Department for Education (DFE) School Funding Arrangements for 2018/19.
- 1.2 The guidance will be reviewed at regular intervals during the financial year, and re-published if necessary.

2 EARLY YEARS (EY)

Early Years settings are funded from the EY block within the Dedicated Schools Grant (DSG). A percentage of the settings' funding is deemed to be its notional SEN.

For EY children without a an Education Health & Care Plan, top up funding can be applied for, once the child has commenced the placement and meets the following criteria:

- 3 and 4 year old children whose parents are claiming free childcare:
 - Up to 570 hours per annum (universal)
 - Extended 30 hours offer for working parents
- 2 year old children, eligible for free childcare
- And whose needs cannot be met through the support identified in the Early Years descriptors (link below)

[EARLY YEARS DESCRIPTORS \(MIND MAPS\)](#)

Local Authorities must have an Inclusion Fund to meet the needs of Early Years children with SEND. The Inclusion fund will have funding from the High Needs and Early Years blocks.

- 2.1 It has been indentified that most applications from EY settings for high needs funding are for children who already meet the threshold for, and are open to, the Portage Service.

In recognition that significant information has already been provided to the Portage Service they will now consider applications to advise whether children meet the criteria for high needs funding.

- 2.2 Where children meet the criteria to apply for high needs funding, but are not open to the Portage Service, a full Early Years application form will need to be completed and submitted.
- 2.3 Applications must be fully completed by an appropriate professional, ie Early Years Manager/Early Years Senior Practitioner.
- 2.4 Applications should include as attachments:

One Page Profile and Early Years Development Profile

No other attachments will be considered – any other reports/advice should be used to inform the evidence provided in the application.

- 2.5 Applications for high needs funding and completed applications can be submitted at any time. It is recognised that many Early Years settings operate all year round, therefore Early Years funding decisions will be communicated to settings as soon as possible, once the outcome is known.
- 2.6 Where funding is agreed, it will commence from the date automatically generated by the system upon submission of the application form. This date appears in the 'Completed By' section at the end of the form. Exceptionally, for children with the highest level of need, funding may commence from the date the child starts at the setting, providing a completed application has been received prior to start date (see 2.7 below).
- 2.7 For children with the highest level of need, settings will be able to apply for high needs funding before the child starts. Where settings have limited availability of supporting evidence they may be asked to provide further clear evidence of need and the required program of support, so that Portage Service can ratify the funding decision. This will usually be within 12 weeks of the start of the placement.
- 2.8 For EY children without High Needs Panel funding but who become subject to an Education Health & Care Plan (EHC Plan), funding will be based on the support identified in the EHC Plan. However, settings (in particular PVI settings) will need to email the High Needs Business Support team (highneedsfunding@childrenfirstnorthamptonshire.co.uk) to make them aware of any new placement to their setting, of a child with a finalised EHC Plan. Funding arrangements for early years placements to special schools are outlined in [14.3 below](#).
- 2.9 Early Years settings will be paid at a rate £8.00 per hour to provide all aspects of the identified program of support (inclusive of on costs) plus £0.53 per hour if the child is receiving EYSEFF SEN supplement funding.
- 2.10 Any funding agreed at an EY setting will cease at transition phase. However, where a child with an agreed high needs funding arrangement moves to another EY setting, the existing funding arrangement will continue at the new setting on the same basis, including the funding end date. It is important that settings, particularly PVI settings, email the High Needs BST immediately should a child, for whom they are receiving top up funding, leave or join their setting (highneedsfunding@childrenfirstnorthamptonshire.co.uk).
- 2.11 The High Needs Funding Monitoring Process evaluates the impact of the additional financial resource to education settings, ie to identify accelerated learning and/or improved outcomes. The monitoring process is being reviewed and updated guidance will be made available on the website.

3 MAINSTREAM SCHOOLS INCLUDING ACADEMIES

3.1 Under the DFE funding arrangements, mainstream schools and academies are required to meet the cost of the basic per pupil entitlement (AWPU) and up to £6,000 of additional support for pupils with high needs, from their individual schools formula budget.

3.2 The Authority is required to set a notional SEN budget as part of the funding formula. The DFE states that:

“Whichever way local authorities choose to allocate funding for low cost, high incidence SEN, they will still be required to give mainstream schools a notional SEN budget from the Schools Block. This might be made up of funding from the basic per-pupil entitlement, deprivation and low cost, high incidence SEN factors. It is from this notional budget that mainstream schools will be expected to:

- *Meet the needs of pupils with low cost, high incidence SEN; and*
- *Contribute, up to a certain level set by the local authority, towards the costs of provision for pupils with high needs (including those with high cost, low incidence SEN).”*

3.3 The notional SEN budget as part of the Authority’s Schools Block funding formula is calculated as 9% of the basic per pupil funding factor (AWPU) and 12.7% of the deprivation funding. This notional SEN Budget is the basis for the support schools are expected to provide under the DFE funding arrangements and as defined by the Authority’s SEN descriptors, which can be found at the following link:

[send-descriptors](#)

4 FUNDING OF PUPILS WITH EDUCATION HEALTH & CARE PLANS

- 4.1 In recognition that EHC Plans will only be issued for children with the highest level of need (in line with the eligibility criteria), there is no requirement for schools to apply to High Needs Panel for funding. The allocation of funding levels will be moderated regularly to ensure consistency. Where an Education Health & Care Plan has been finalised for Mainstream provision, the funding levels below will apply:

Level zero	0	Needs met through SEN support arrangements
Level 1	£1,500	Impact of need affects 50% to 60% school day
Level 2	£3,000	Impact of need affects 60% to 70% school day
Level 3	£4,500	Impact of need affects 70% to 80% school day
Level 4	£6,000	Exceptional impact of need

- 4.2 Should a child's needs significantly change or cannot be met within the top up funding allocated, this will need to be addressed via the EHC review process.

When a statutory assessment has been agreed Interim arrangements for additional funding will be based on, the High Needs Funding Levels in the table below, or special school top up funding rates in [14.9 below](#). Funding of pupils via interim arrangements will continue until the end of the statutory process.

Where pupils have a finalised Education Health and Care Plan, a Resource Allocation System (RAS) is being developed to provide an accurate and sustainable method of funding, based on a model that supports the integration of health, social care and educational assessment. It is anticipated that this will begin to be implemented, initially in special schools, in 2019/20.

5 TOP UP FUNDING – HIGH NEEDS PANEL (FOR PUPILS WITHOUT FINALISED EDUCATION HEALTH & CARE PLAN)

- 5.1 Where pupils are identified as having high needs and where the cost of the individualised support is over £6,000 but they may not meet the criteria for an EHC assessment, schools can apply to the High Needs Panel for top up funding.
- 5.2 The High Needs Funding Panel will determine whether the child/young person meets the criteria for High Needs Funding and advise on the level of need.

5.3 Completed applications can be submitted at any time and will be considered in date order, at the closest panel meeting date with capacity. Please note that applications must be checked and prepared and that panel members require at least 5 working days to review applications prior to the panel meeting. Applications submitted close to a panel date will therefore be submitted to the next panel.

5.4 Applications must be fully completed by an appropriate professional, ie Headteacher/Class Teacher/SENCO.

5.5 Applications should include as attachments:

One Page Profile and Provision Map

No other attachments will be considered – any other reports/advice should be used to inform the evidence provided in the application.

5.6 In recognition of the complexities of need, in order to target funding appropriately top up funding amounts will be set from £500 up to a maximum of £6,000 per annum, for the highest level of need – see table below:

High Needs Panel Funding Levels 2017/18			
Level A	£500	Level G	£3,500
Level B	£1,000	Level H	£4,000
Level C	£1,500	Level I	£4,500
Level D	£2,000	Level J	£5,000
Level E	£2,500	Level K	£5,500
Level F	£3,000	Level L	£6,000
Level Z	Need met from Local Offer/Schools Block		

5.7 Funding decisions will be notified to settings via Egress Secure email, within 10 working days of the date of the relevant High Needs Funding Panel meeting (dates published on the High Needs Funding web page – [see section 19 below](#)).

- 5.8 Where funding is agreed, it will commence from the date automatically generated by the system upon submission of the application form. This date appears in the 'Completed By' section at the end of the form.
- 5.9 Exceptionally, for children with the highest level of need (ie where need and programme of support is so significant it can already be clearly evidenced that over £6,000 base funding will be required) funding may commence from the date the child starts at the setting, providing a fully completed application has been received prior to start date and agreed by the High Needs Funding Panel.
- 5.10 Where pupils move settings, funding will commence at the new setting without the need for a re-application to High Needs Panel unless the pupil is moving phase, ie from Early Years to Primary or Primary to Secondary. The original funding decision review date/end date will apply at the new setting and at that point a continuation of funding application will be required.
- 5.11 Where pupils funding is due to cease **and they are remaining at the same setting** the Continuation Of High Needs Funding process will apply see 6.11 to 6.15 below.
- 5.12 High Needs funding is usually allocated for a period of 12 months. Where settings consider ongoing support is required , and that funding is necessary in order to maintain such support, a Continuation of Funding Application should be submitted. This considers the effectiveness and impact of funding and how continued funding will further improve outcomes. Information regarding the Continuation process can be found on the High Needs Funding web page ([see section 19 below](#)).
- 5.13 The expectation is that Continuation of Funding applications will be completed and submitted prior to the funding end date, to ensure, where appropriate, the continuation of funding.
- 5.14 Funding levels will be reviewed where Continuation of Funding applications continue to meet the criteria for funding.
- 5.15 Where pupils in receipt of High Needs Panel funding subsequently become subject to an Education Health & Care Plan (EHCP) panel funding will cease on the date the EHCP was finalised. Funding in line with the EHCP will then commence.
- 5.16 Arrangements via the Social Emotional & Mental Health Panel will consider applications for advice, support and funding for pupils with behaviours that challenge. [See section 13](#) below for further information.
- 5.17 The High Needs Funding Monitoring Process evaluates the impact of the additional financial resource to education settings, ie to identify accelerated learning and/or improved outcomes.

6 SOCIAL EMOTIONAL & MENTAL HEALTH PANEL ARRANGEMENTS (SEMH PANEL)

- 6.1 Advice, support and funding for pupils who have behaviour that challenges will be accessed via monthly SEMH Panels – the following link provides further information:

[attendance-and-behaviour](#)

- 6.2 Applications will be either:

Via Early Help Assessment, and where the criteria for High Needs Funding is met, an application for additional funding can be made,

Or

Where appropriate, applications for High Needs Funding will be referred to the SEMH panel where primary need is for Social, Emotional and/or Mental Health difficulty.

- 6.3 Funding decisions will be via the SEMH Panel and in line with High Needs Panel funding ie levels will be set from £500 up to a maximum of £6,000 per annum ([see 5.6 above](#)).

7 SCHOOLS REQUIRING A HIGH NEEDS TOP UP WHERE HIGH NEEDS ELEMENT 2 (NOTIONAL SEN) FUNDING WITHIN THEIR FORMULA BUDGET HAS ALREADY BEEN SPENT

Where settings find that the notional SEN budget required for relevant learners will exceed their notional SEN budget, they may apply for additional funding.

Settings should email their request to highneedsfunding@childrenfirstnorthamptonshire.co.uk

A full review of the settings high needs funding will be carried out, and settings may be required to provide a whole school costed provision map to evidence high needs spend.

8 HIGH NEEDS EARMARKED RESERVES/SCHOOL CARRY FORWARDS

- 8.1 Maintained schools can carry forward an amount of up to 20% of their notional SEN and high needs allocations. Balances allocated to this line in the SB1 form will be outside any calculations for the claw-back of balances. Academies should also plan in a similar way where possible.

9 TIMETABLE FOR HIGH NEEDS FUNDING DATA UPDATES

9.1 Data to be submitted to the high needs funding team or data to be extracted from the authority's high needs records is planned to be as follows:

Area	Information collected or updated	Funding amended
Special schools	Returns from special schools September 18 and January 19	November and February
SEN units and Resourced Provision	October 18 –schools contacted to verify pupil data	November/December
Mainstream – pupils with Education Health & Care Plans/High Needs Panel Funding	Schools funding reports run and emailed to schools by High Needs Business Support Team.	As soon as changes are identified.

10 POST 16 - Further Education Colleges (FE), Independent Training Providers (ITPs), Specialist Post 16 Institutions (please note Post 16 Guidance below relates to the Academic Year 2018-19)

Northamptonshire Local Authority (LA) operates a model of devolved funding to local FE colleges and ITPs to support young people with special educational needs.

FE Colleges and ITPs:

- 10.1 Each college/provider is allocated an agreed budget annually to support young people with special educational needs in education; an EHCP is not required for a young person aged 16-18 to receive High Needs Funding (HNF) and the support they require.
- 10.2 It is for the provider to deploy this funding ensuring that provision is planned and delivered to support the young person's (YPs) special educational needs.
- 10.3 This funding is used to support learners whose costs are over £6,000 per academic year and less than £19,000. Any costs over £19,000 have to be approved by the LA before the YP commences their study programme.

- 10.4 HNF can be used to fund any activity that provides direct support for learning, provides access to learning or is to provide additional learning opportunities to individual learners. This will be over and above that which is normally provided on a standard learning programme.
- 10.5 Use of HNF must lead to the learner's objectives and outcomes as identified in their Education Health and Care Plan (EHCP), or individual learning plan. HNF is only available for learners on Education Funding Agency (EFA) approved and funded programmes.
- 10.6 HNF is provided to help learners gain access to, progress towards and to successfully achieve their learning goals and their adult outcomes.
- 10.7 The need for HNF may arise from a learning difficulty and/or disability, from support required to access a progression opportunity, employment, or from literacy, numeracy or language support requirements.
- 10.8 The definition of a High Needs Learner has been determined by Central Government. The definition of a High Needs Learner is one where support costs are more than £6,000 per academic year.

Definition of a 16- to 25 year old High Needs Learner

10.9 A High Needs Learner is defined as:

- A young person aged 16 to 18 who requires additional support costing over £6,000 (inclusive of learners who turn 19 on or after 31st August in the academic year in which they study).
- Any young person aged 19 to 25 in FE Institutions, ITPs and Specialist Post 16 Institutions who have an Education, Health Care (EHCP) and requires additional support costing over £6,000
- For learners with SEND aged 19 to 24 without an EHC plan, the Education and Skills Funding Agency (ESFA) assumes the responsibility for commissioning provision even when the support costs exceed £6,000. In this situation, learning support funding should be used and more information about this can be found on GOV.UK.

Specialist Post 16 Institutions

10.10 High Needs Funding is agreed by the LA on an individual basis via application prior to the commencement of a learner at the institution.

11 ALTERNATIVE PROVISION (AP)

11.1 Northamptonshire APs will be funded for:

a) Base funding of £10,000 per agreed place which will come directly from the EFA for AP Academies.

b) High needs top up funding on the basis agreed with providers.

11.2 Any high needs top up funding will reflect the period the pupil is educated by the AP on a pro rata basis, including if the pupil is educated on a part time basis.

12 SEN UNITS AND RESOURCED PROVISION

12.1 SEN Units and Resourced Provision will be funded from the High Needs Block and will receive £6,000 per occupied place plus AWPU and other pupil related funding (in line with government changes to the High Needs Funding system from April 2018). Place funding is set for an academic year and is predominantly on a lagged funding basis with numbers being set on the actual numbers of pupils in the unit/resourced provision in the previous October. Unoccupied places are funded at £10,000 per place.

12.2 Unit places are for children with EHCPlans where unit provision is named. In these cases place funding and/or top up will be allocated - see top up rates below.

	Primary		Secondary
Unit1P	£3,000	Unit1S	£2,100
Unit2P	£6,000	Unit2S	£5,250

12.2 Some of the units offer support to schools where a pupil is at risk of permanent exclusion. The funding for these will be predominantly through SLA (Service Level Agreement). Placements to these Units is via the Social, Emotional & Mental Health Panel (SEMH Panel).

13 SOCIAL EMOTIONAL AND MENTAL HEALTH PROVISION

- 13.1 Provisions that offers support to schools with pupils at risk of permanent exclusion are funded by a Service Level Agreement, at £10,000 per place.

14 SPECIAL SCHOOLS AND ACADEMIES

- 14.1 Place funding numbers for the 2018/19 academic year reflect October 17 actual numbers. For example for 2018-19 budgets the September 2017 data collection exercise, has set the places numbers from September 2018.
- 14.2 Matrix top up payments made during the 2018-19 financial year will reflect the numbers and matrix scores of pupils in each special school i.e. monthly matrix funding payments will be adjusted to reflect pupil leave dates/start dates from information provided via the September/January data collections exercises.
- 14.3 The place and matrix funding of early years special school pupils is 0.6FTE in line with the national entitlement to free early years education. High needs top up payments will take account of EYSFF funding for these pupils.
- 14.4 Protection being applied in the 2018-19 financial year in accordance with the requirement that no special school sees a reduction in average per pupil funding of more than -1.5%.
- 14.5 Capping applied so that the 2018-19 average per pupil funding does not increase by greater than 1.5% from 2017-18.
- 14.6 Matrix top up funding for individual pupils included in the indicative budgets issued in March 2018, will not be changed during 2018/19 financial year. Information regarding the implementation of the Resource Allocation System from April 2019 will be made available via meetings and consultation with special schools. The High Needs Funding Guidance will be updated during 2018/19 to reflect implementation arrangements.
- 14.7 Where the LA request individual places, taking special schools over place funded numbers by less than 5, expectation is that arrangements will be funded by Matrix/RAS top up.

14.8 Where the LA request that a special school increases places by 6 – 8 pupils requiring the creation of a new class, the LA will fund:

- Matrix/RAS top up per additional child plus
- Cost of staffing the new class **minus** the total Matrix/RAS top up provided for the new pupils

This funding arrangement will be provided from the commencement of the new class and cease when the pupils are included for place funding ie the additional pupils should be included in the September data collection exercise, and will then be included for place funding from the start of the **following** academic year (e.g. pupils included in Sept 18 data collection exercise will be included for place funding from Sept 19).

14.9 The Special School top up rates for 2018/19 are provided in the table below:

PA1	PA2	PA3	PA4	PA5
1,490	2,276	3,856	9,111	16,548
PB1	PB2	PB3	PB4	PB5
2,654	3,440	5,021	10,275	17,713
PC1	PC2	PC3	PC4	PC5
4,982	5,769	7,350	12,604	20,041
SA1	SA2	SA3	SA4	SA5
2,442	3,141	4,688	10,545	17,501
SB1	SB2	SB3	SB4	SB5
3,606	4,305	5,853	11,709	18,665
SC1	SC2	SC3	SC4	SC5
5,943	6,635	8,182	14,038	21,001
TA1	TA2	TA3	TA4	TA5
3,400	4,098	5,646	11,502	18,458
TB1	TB2	TB3	TB4	TB5
4,564	5,263	6,810	12,667	19,623
TC1	TC2	TC3	TC4	TC5
6,900	7,592	9,139	14,995	21,959
P=Primary				
S=Secondary				
T=Post 16				

15 SENSORY IMPAIRMENT

- 15.1 Pupils with a sensory impairment will be assessed by the Sensory Impairment Service to determine the appropriate level of support required. The Sensory Service will liaise with the High Needs Business Support team to arrange implementation of additional funding, if required.
- 15.2 For sensory impaired pupils assessed with the highest level of need, who receive the majority of their support from Access Communication Support Workers (ACSW) the arrangements below apply:
- Where the ACSW is provided by the centrally managed team, £6,000 top up per year will be paid to the setting. Schools will be charged £12,000 per academic year for the ACSW. This cost is therefore, heavily subsidised, from centrally held resources.
 - Where the setting opts to employ their own full time ACSW, it will be paid £14,000 top up per year. This is in recognition of the additional cost of employing such a worker.
- 15.3 Teachers, Mobility Officer and some equipment are provided via the Sensory Impairment team at no cost to the setting.

16 PERMANENT EXCLUSION

- 16.1 If a pupil is excluded from primary, secondary or special schools the following charges apply:
- a) Lump sum charge of £3,000 per pupil permanently excluded
 - b) AWPU deduction pro rata on the number of school weeks from the date of permanent exclusion to the end of the local authority financial year (i.e 31 March)
- 16.2 To support the reintegration of pupils, schools admitting a permanently excluded pupil with significant behaviours that challenge, but who do not have an Education Health and Care Plan, may receive one off funding of up to £6,000 to be released monthly, for a maximum of 12 months. At the end of this period, where such pupils meet the criteria for high needs funding, a continuation of funding application can be made.

17 MONTHLY TOP UP PAYMENTS

17.1 Top up funding is calculated for a financial year (April to March), using the annual calendar to produce system generated monthly top up payment amounts for pupils with EHC Plans and High Needs Panel funding. Monthly payments vary slightly, according to the number of days in the month.

Some examples of monthly payment calculations are as follows:

Full year funding \div 365 days in the year X number of days in the month (28, 30 or 31 days)

e.g. pupil with £3,000 per annum top up, June payment:

$$£3,000 \div 365 \times 30 \text{ days} = £247$$

Where funding starts part way through the year, it is calculated on a pro rata basis:

Pro rata funding for number of days in the period \div number of days in the funding period X number days in month

e.g. pupil starts 1/9/17 with £4,500 per annum top up:

$$£4,500 \div 365 \times 212 \text{ days (1/9/17 to 31/3/18)} = £2,614$$

So October 17 payment will be $£2,614 \div 212 \times 31 \text{ days} = £382$

Where a pupil leaves a setting, adjustments will be made as soon as possible. Should an overpayment have occurred, funding will be recovered.

e.g. pupil with £2,500 per annum top up, leaves 20/10/17. Setting has been paid to end December 17.

Overpaid for 21/10/17 to 31/12/17 = 72 days

$$£2,500 \div 365 \times 72 \text{ days} = £493 \text{ to be recovered}$$

17.2 Funding statements, at child level, will be made available to settings as a minimum twice per annum. The reports are in Excel format, by child, by funding type so settings may find this helpful in producing an indicative monthly high needs breakdown. Statements will be sent via Egress Secure and/or AVCO. Schools Bulletin will be used to notify settings when statements will be available and by which method they will be delivered.

17.3 A number of changes can affect funding e.g. child leaves setting, child/young person in receipt of High Panel Funding becomes subject to an Education Health and Care Plan. In such cases adjustments will be required to ensure the correct funding is paid. Funding statements will reflect such changes. Where information is received retrospectively, any funding overpaid will be recovered and any underpayment made up. Please notify changes via email, to highneedsfunding@childrenfirstnorthamptonshire.co.uk

17.4 In the event that sadly, a pupil dies, funding will continue for 3 months from the date of the child's death.

18 PUPILS WHO ARE THE RESPONSIBILITY OF OTHER LOCAL AUTHORITIES

18.1 Top up funding in respect of pupils who are the funding responsibility of another Authority, but in receipt of education from a Northamptonshire setting, will need to be agreed between the school/academy and the commissioning local authority i.e. the **placing** local authority. For further information, please see the document 'Top Up Funding – Pupils From Another Authority' via the High Needs Funding web page [see section 19 below](#)

18.2 It is recommended that the amount reimbursed will be the same as a pupil with similar needs funded by NCC.

19 HIGH NEEDS FUNDING WEB PAGE LINK

For further information, application forms and guidance:

[high-needs-funding web page](#)

20 CONTACT DETAILS HIGH NEEDS BUSINESS SUPPORT TEAM

Email: highneedsfunding@childrenfirstnorthamptonshire.co.uk

Telephone: 01604 363636