

## **High Needs Panel Funding**

### **Monitoring Process**

#### **Purpose**

To evaluate the impact of the allocated additional financial resource to schools/early years education settings for eligible individual learners without a Statement of Special Educational Need or Education Health & Care Plan and to identify accelerated learning and/or improved outcomes.

#### **Scope**

This policy applies to all education settings in receipt of High Needs Panel funding.

#### **Monitoring Process**

Monitoring will be carried out in the following cases:

1. Cases identified by High Needs Panel and who have been in receipt of funding for more than 6 months.
2. Schools/settings that have been in receipt of additional resources for 6 or more learners during a financial year (April to March), will have an annual monitoring visit as a minimum.
3. Overall 10% of funded learners will be monitored each financial year.

Monitoring will be carried out by a Leading SENCo/Senior Education Inclusion Officer (for early years settings) who will visit the school/setting at an agreed time to meet with their SENCo/SEN lead, to discuss progress for identified children/young persons. Where appropriate the leading SENCo/Senior Education Inclusion Officer may also meet with the child/young person.

Settings will receive notice of any visit and be required to complete Part 1 of the High Needs Monitoring Form prior to the meeting (sample form [available via the link](#))

Part 2 of the form will be completed during the meeting.

#### **Roles and Responsibilities**

It is the responsibility of settings, to keep accurate records of spend, in line with the guidance which [can be found here](#):

The visiting Leading SENCo/Senior Education Inclusion Officer will complete an individual report for each Learner discussed.

The individual report will be shared with the setting and uploaded to the Learners record on Capita ONE. It is recommended that settings share the report with the Learners parents/carers.

**Reporting**

The Leading SENCo/Senior Education Inclusion Officer will produce a quarterly summary report for High Needs Panel.

Outcomes of monitoring will be included in the annual report to Schools Forum.

**Actions**

If concerns are identified the leading SENCo/Senior Education Inclusion Officer will liaise with the appropriate Learning, Skills and Education Manager, to work with the setting to address issues.

**Policy Review**

This policy will be reviewed annually.