Barnet Early Years SEND Advisory Team

FAQs

BARNET EYSEND

SENIF

Q. How do we get SENIF funding?

A. You need to apply to the borough for SENIF funding.

Things you will need:

- ***Assess Plan Do Review Process Evidence (SEN Support Plans/ISP including a review)***
- ***Transition Plan with education targets identified and transferred to the settings own support plan***
- ***Health Care Plan***
- ***Reports from other professionals***

Q. When do I apply for SENIF?

A. Settings can apply at any point during the academic year.

It is the early years setting responsibility to re-apply for EY SENIF for a child whose funding may be about to 'run out'. No reminders will be sent, so early years settings are advised to make a note of the dates for which funding has been given and apply in plenty of time.

Q. Do I need to write a report for SENIF?

A. No. Please make sure you highlight the child's needs and the interventions and strategies you will use the funding for on the form. Please include all reports that you have on the child.

Q. Who do I send the SENIF form to?

A. Please send the completed form to: SENIFS@barnet.gov.uk

Please ensure you include all supporting evidence and send securely.

Q. When will I hear the outcome of SENIF?

A. SEN Admin will process applications received and let providers know the outcome of the application.

If you have any questions regarding outcomes, please contact SEN Admin directly – SENAdmin@Barnet.gov.uk

Q. Who will let me know the outcome?

A. SEN Admin will let you know the outcome via email.

Q. How much funding will I get?

A. There will be 3 levels of Banding based upon the child's presenting needs. This is in line with the DfE funding operational guidance.

The banding level will be allocated at panel. The below table outlines the maximum value of funding per academic year.

Banding	**15 hours**	**30 hours**
Band 1 – Emerging Needs	£1000	£1500
Band 2 – Developing Needs	£2000	£3000
Band 3 – Complex Needs	£3000	£4500

Q. How long does the SENIF funding last?

A. Funding is agreed for a set period of time and dependent on the child's individual circumstances and any transition time frames.

No funding will be given during the Barnet stated holiday periods as the funding is to meet the child's educational needs. Attendance during non-term time and outside of educational hours is considered as day care provision. Early years settings that operate during holiday periods are asked to think flexibly about how they use funding.

Q. How do I re-apply for SENIF funding?

A. Early years settings are advised to make a note of the dates for which funding has been given and apply in plenty of time.

EY SENIF requests From January 2026 will be reviewed by Complex Needs Panel on a weekly basis.

Q. What information needs to be included on the SENIF form?

A. Answer all of the questions, giving as much detail as you can about the child's needs and how you will spend the funding.

You must include:

- *Assess Plan Do Review Process Evidence (SEN Support Plans/ISP including a review)*

- *Transition Plan with education targets identified and transferred to the settings own support plan*
- *Health Care Plan*
- *Reports from other professionals*

Q. Who do we contact if you haven't received SENIF payment?

A. For any queries please contact: esfinanceteam@barnet.gov.uk

Education Health Care Needs Assessment (EHCNA)

Q. When should I apply for an EHCNA?

A. If a child has complex, lifelong needs and there is evidence that there has been sustained and purposeful intervention.

This will include evidence of the assess, plan, do review process and advice being implemented.

The process takes 20 weeks. The Local Authority will let the family know within 6 weeks if they are going to assess.

Q. Who do I send the EHCNA form to?

A. EHCNA forms need to be sent to SENadmin@barnet.gov.uk

Q. How do I get funding for EHCP's?

A. Settings need to invoice us for EHCP funding on a termly basis.

£11.95 is paid per hour (for up to 30 hours per week based on Panel Decision and the hours the child is attending).

Invoices should:

- **be addressed to London Borough of Barnet, 2 Bristol Avenue, Colindale NW9 4EW**

- **be dated**
- **have a unique reference (e.g. using child's initials or Sum23 followed by a number)**
- **include the child's initials and the term claiming for**
- **be emailed (a copy) to ESFinanceTeam@barnet.gov.uk**

Schools will receive their funding via the termly top-up funding

If there are any issues please email:

***esfinanceteam@barnet.gov.uk** and someone will respond.*

Disability Access Funding (DAF)

Q. What can I use DAF for?

A. This funding can be used for:

Training

Equipment and Resources

Adaptations to the environment

Q. Where do I find the DAF form?

A. If you would like a DAF form sent to you or if you have any queries regarding making the application you can contact the Early Years Team at earlyyears@barnet.gov.uk or on 020 8359 3052.

Q. Who do I send the DAF form to?

A. Please send the completed form by secure email, such as Egress to: earlyyears@barnet.gov.uk

If you have any finance questions, please email esfinanceteam@barnet.gov.uk

Barnet Child Development Referral

Q. How do I make a CDC referral?

A. Please complete a CDC referral form (the child must be registered with a Barnet GP)

It is important that you highlight all the teams you wish to refer to. All information must be correct.

You must indicate parental permission to discuss at Multi Agency meeting by ticking the boxes.

You must include the child's NHS number.

Send copies to all services that you have referred to.

Parents will receive a copy of a letter, letting them know which services/teams that the child has been accepted.

If you are completing a form for the therapies team, please ensure you include the screener.

General

Q. How do I approach a parent/carer if I have concerns?

A. Follow the Graduated Approach.

Invite the parent in or arrange a time to call the parent to discuss observations and to seek the parent's views.

Be mindful of family circumstances.

Q. How do I contact SEN Finance?

A. You are able to contact SEN finance via email – esfinanceteam@barnet.gov.uk

Q. Where can I find staff?

A. You can find staff in a number of places:

Job fairs

Offer work experience/student placement

Recruitment agencies

Consider past parents

Local press / Early Years Publications

Q. When will XX see the paediatrician?

A. A suggested waiting time to see a paediatrician is given on the child's Intake Outcome letter. Times may vary.

Parents can contact Developmental Paediatrics via email or telephone to clarify, should they wish to.

Email: rf-tr.childdevreferrals@nhs.net

Telephone Number: 020 7794 0500 ext 26382

Q. When will XX see Speech and Language Therapy service (SALT)?

A. A suggested waiting time is given on the child's Intake Outcome letter. Times may vary.

Currently parents are required to attend a virtual Parent Workshop and they must make contact with SALT within a specified timeframe to avoid being discharged.

Email: whh-tr.barnetcit@nhs.net

Telephone Number: 020 3316 8900

Q. Which borough should I refer the child to?

A. Referrals to Developmental Paediatrics must go to the borough in which the child's GP is registered.

For Children's Integrated Therapies (SLT, OT and Physio) and EYSEND Advisory Team, referrals are made to the borough in which the family live.

Q. How do I defer school placement?

A. Information is provided on the School admission website: https://www.barnet.gov.uk/schools-and-education/school-admissions

Parents need to contact Head Teacher of preferred school to discuss.

Parents need to apply for School placement as usual in the year before they are statutory school age, regardless of whether deferring entry to the following year.

If a child has an EHCP, any deferred place needs to go through the Complex Needs Panel.