

# The role of the Special Educational Needs Inclusion Fund (SENIF) Monitoring Officer

“Supporting settings to support children with special educational needs”

## A Guide for Early Years settings - what to expect from your Monitoring Officer visit



Supporting Children to  
Play, Learn and Grow... Together!

## The Role of the SENIF Monitoring Officer

The role of the SENIF Monitoring Officer is to contact settings, in receipt of a SENIF agreement, to arrange a suitable time to monitor the setting by speaking with either the Manager, SENCo or Key Person.

The SENIF Monitoring Officer will monitor and evaluate the special educational needs provision in Early Years Private, Voluntary & Independent Settings (PVI), Maintained nursery classes and Childminders across a designated area of Kent where settings are in receipt of SENIF.

The appointment will usually last for up to 1½ hours and will conclude with a discussion around recommendations and agreed points of action if required. A record of the discussion will be sent by email within two weeks.

In the case of several SENIF agreements being made for the setting this may engender more than one contact during the year.

SENIF documentation for each child should be available and discussed with the SENIF Monitoring Officer, including;

- SENIF Request Form
- SENIF Outcome Note
- SENIF Implementation Plan\*
- Personalised Plans / Provision Plans
- Best Practice Guidance Audit Tools

\*The SIP is a supportive tool to evidence the use of SEN Inclusion Funding, and record the impact for the children and the setting.

The [SIP](#) can be found on Kelsi and is also sent to you when you receive your SENIF Outcome.

### The SENIF Monitoring Officer will:

- confirm the actual hours for the child and discuss that attendance levels are good or better than 90%.
- establish how the Disability Access Fund (DAF) is being utilised to support the children with SENIF to make progress.
- discuss the intent, implementation and impact of the interventions agreed on the Personalised Plan / Provision Plan.
- consider how SENIF is being utilised (via the SENIF Implementation Plan or equivalent) and examine how the setting tracks and monitors progress for the child.
- review the impact of any training (core and specialist) including changes the setting have made as a result.
- record how the SEN Support Allowance is being utilised and the impact of this on the setting / staff / children / families.
- offer any further SENIF related support or advice.

## SENIF Support Visit

Sometimes the SENIF Finance Officer identifies the need for a SENIF support visit to take place. The purpose will be shared with you when the initial arrangement is made. Some support visits could be arranged when a request for SENIF has been submitted by the setting, before an agreement is made, and support and/or clarification is required in order to finalise an agreement.

### **The SENIF Monitoring Officers are:**

You may receive a visit from any of the SENIF Monitoring Officers, but they generally cover the following areas:

[Rebecca Dwyer](#) covers South Kent and Maidstone

Vacancy East Kent covered by Tina Spencer and Rebecca Dwyer

[Tina Spencer](#) covers West Kent (excluding Maidstone) and North Kent

### **The SENIF Finance Team are:**

[Paula Freathy](#), SEN Inclusion Fund Finance Manager

[Fleur Thorogood](#), SEN Inclusion Fund Finance Assistant

**It is the responsibility of the setting to notify the SENIF Monitoring Officer as early as possible if key staff are absent, or of any other reasons why it is not convenient for them to carry out the pre-arranged appointment.**