

## **Guidance for Private, Voluntary, Independent and Maintained Pre-School Settings**

### **Headcount Submission when a child is accessing a Specialist Intervention (SI)**

This guidance has been designed to assist Private, Voluntary, Independent and Maintained Nursery Units (PVI&MNU) Pre-school Settings with the hours they should submit on their headcount submission for the headcount which covers the two terms that a child has a Specialist Intervention agreed.

This overallocation of Free Early Education Entitlement (FEEE) has been agreed with Central Finance and Management Information to enable pre-school settings to be able offer children with SEND a pre-school place to return to at the end of a SI.

**Management Information (MI) are at liberty to request overallocated funds are returned if it is found that an overallocation has been knowingly been made or when it is clear a child will not be returning to the setting**

Specialist Interventions are **strictly two terms** of intervention. However, should the Specialist Intervention Manager make a request for additional Specialist Intervention, which is subsequently agreed by the Local Authority, they should be able to confirm this and for how long the SI will be ongoing.

#### **Specialist Interventions (SI) starting in Terms 1 or 3**

The headcount submission for a child accessing a SI starting in terms 1 or 3 should be the hours the child *would have taken up* in that term had the SI not been happening.

E.g. in July (December) Ellie was attending Toytown for 9 hours, in September (January) the plan for her was to increase her attendance to 12 hours so on the Autumn (Spring) headcount Toytown can submit 12 hours for Ellie. Ellie will only *actually* access 9 hours at Toy Town in Terms 1 and 2 (Terms 3 and 4) as she will also access some hours as part of her SI. This means in Term 3 (Term 5) when her SI has ended and she returns to Toytown in January (April) she has 12 hours available to access and her *actual attendance* should be the submission Toytown submit on the Spring (Summer) headcount in January (April).

#### **Specialist Interventions (SI) starting in Terms 2 or 4**

The headcount submission for a child accessing a SI starting in Terms 2 or 4 has already been made in the previous term and would have been their actual attendance at the headcount week in the previous term (Term 1 or 3). Their attendance could reduce in the term their intervention starts (Term 2 or 4) and this is acceptable. On the headcount submission in Terms 3 or 5 (the second term of SI) the setting should submit the hours the child *would have taken up* in that term had the SI not been happening to ensure the child has the required hours to return to in Term 4 or 6.

### **Specialist Interventions (SI) starting in Terms 5 or 6**

The *actual attendance* should be submitted on the Summer Headcount for any children accessing SI commencing in Terms 5 or 6 as there is no requirement to keep a pre-school place open for the child as they are unlikely to return to the pre-school as they will be starting school in the following September. If the child does return, then an adjustment to headcount data can be made.

#### **For children accessing Specialist Observation and Assessment Interventions, there could be an agreed optional third transition term.**

if it is agreed that a child who has accessed a Specialist Observation and Assessment Intervention requires the optional third term for transition, and the third term is a headcount term, providers should claim the *actual* hours the child will be attending upon their return to the PVI or MNU setting. This will ensure it corresponds with the child's actual attendance once the transition has ceased. This optional third term of transition may not result in being a full terms length. This will allow the child to gradually settle back into the setting during the third term, with opportunity to increase their hours until they are accessing the PVI or MNU setting for their allocated hours.

#### **For Extended Specialist Interventions starting in Term 1**

These interventions are likely to continue all year, however, there will still be a review every two terms to ensure that the intervention remains appropriate. Therefore, if at the two-term review it is agreed that the intervention will end, and transition arrangements are to be put in place then the child's *actual attendance* should be submitted on the following headcount.

If at the first two term review it is agreed the child will continue accessing the SI for a further two terms the PVI or MNU setting can continue to submit on the Spring Headcount the hours a child *would have taken up* had they not been accessing the SI. This will ensure there is a place available for them to return to if the second two term review agrees transition back to the PVI or MNU from term 5.

If it is agreed that the child will continue to access the extended intervention at the second two term review in Term 4 the child's *actual attendance* should be submitted on the Summer Headcount in Term 5 as by this point it is highly unlikely the child will be coming back to the setting on any more hours than they may be accessing as a dual intervention.

#### **For Extended Specialist Interventions starting in Term 2 or 4**

The headcount submission for a child accessing an extended intervention starting in terms 2 or 4 has already been made in the previous term and would have been their actual attendance at the headcount week in the previous Term (Term 1 or 3). Their attendance could reduce in the term their intervention starts (Term 2 or 4) and this is acceptable. On the headcount submission in Terms 3 or 5 (the second term of SI) the setting should submit the hours the child *would have taken up* in that term had the SI not been happening to ensure the child has the required hours to return to in term 4 or 6.

		Headcount		
		Autumn (Term 1)	Spring (Term 3)	Summer (Term 5)
SI Start date	Term 1	Previous	Actual	Actual
	Term 2		Previous	Actual
	Term 3		Previous	Actual
	Term 4			Previous
	Term 5			Actual
	Term 6			

The above table cannot account for every eventuality instead is a visual representation of the descriptions above.

### Key

**SI Start date** = the term from which the SI will commence. If this is at the start of Term 2, 4 or 6 then the previous headcount submission (Term 1, 3 or 5) will have already been submitted. The submission for the second term of the intervention (Term 3 or 5) should be as stated on the table.

**Previous** = this is the hours the child *would have taken up* during this term had they not been offered the Specialist Intervention.

**Actual** = this is the hours the child will *actually attend* the setting during this term.

**Entitlement** = the child's eligibility to the Universal (15 hours) or Extended (30 hours) Entitlement

**Providers** = Private, voluntary, independent and maintained.

### SENIF

SENIF is based on the child's actual attendance at their PVI or MNU setting. If a child accesses 9 hours SI and *actually* attends 12 hours at their PVI or MNU setting (21 hours total); SENIF will be considered in relation to the actual attendance (12 hours in this example). This is acceptable, even if the child only has an entitlement to the Universal (15 hours) as Specialist Interventions are not funded via FEEE.

Should a child's attendance change when they takes up a period of Specialist Intervention (SI) then an adjustment to SENIF will be required to remain based on their actual attendance, please ensure you inform the SENIF team [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) of any change in attendance once sessions at the SI and PVI and MNU setting are confirmed.

The hours a child is accessing at a Specialist Intervention is considered to be over and above the child's FEEE. Specialist Interventions are not funded via FEEE.

The SEN Inclusion Fund team will endeavor to contact you during the first week of each headcount term to clarify actual attendance for the purposes of SENIF adjustments and to assist you with any queries you may have about headcount submission for these children. SENIF increase attendance adjustments are not backdated.