

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

Headcount Submission when a child is accessing a Specialist Nursery Intervention (SNI)

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 SNI.

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 Nursery Interventions (SNI) starting in Terms 1 or 3

The headcount submission for a child accessing a SNI starting in terms 1 or 3 should be the hours the child *would have taken up* in that term had the SNI 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 SNI. This means in Term 3 (Term 5) when her SNI 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 Nursery Interventions (SNI) starting in Terms 2 or 4

The headcount submission for a child accessing a SNI 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 SNI) the setting should submit the hours the child *would have taken up* in that term had the SNI not been happening to ensure the child has the required hours to return to in Term 4 or 6.

It should be clear further to the two-term review at the area MAP Meeting at the end of Terms 3 or 5 what the plan is for that child. The Specialist Nursery Manager should be able to confirm this.

Specialist Nursery Interventions (SNI) starting in Terms 5 or 6

The *actual attendance* should be submitted on the Summer Headcount for any children accessing SNI 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 Extended, Specialist Observation and Assessment, Specialist Focussed and Specialist Offsite Interventions, there could be an agreed optional third transition term.

If it is agreed at the MAP meeting that a child who has accessed one of the two term Interventions and requires an optional third term of transition, 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 SNI for a further two terms the PVI or MNU setting can again submit on the Spring Headcount the hours a child *would have taken up* had they not been accessing the SNI. 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 SNI) the setting should submit the hours the child *would have taken up* in that term had the SNI 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

Previously SENIF would have been pro rata attendance at any specialist nursery with a dual PVI or maintained place (i.e. if a child took up 9 hours at a special nursery SENIF would only be based on 6 hours regardless of actual attendance at the PVI or MNU Setting, so even if the child continued to access 12 hours SENIF would be based on 6 hours).

From September 2019 if a child accesses 9 hours SNI and *actually* attends 12 hours at their PVI or MNU setting SENIF will be considered in relation to the actual attendance (12 hours in this example). The hours a child is accessing at a Specialist Intervention is considered to be over and above the child's FEEE. Special School Nurseries are not funded via FEEE.

The SEN Inclusion Fund team will endeavour 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.