**School Section:**

THIS DOCUMENT IS ONLY FOR REFERENCE AND A DIGITAL PROCESS WILL ONLY BE ACCEPTED FOR REQUESTS OF FUNDING

|  |  |
| --- | --- |
| **Request ID** | Auto generated |
| **Date of request** | Calendar |
| **Name of Community** | Drop down list |
| **Name of School / Lead School** | Drop down list |
| **School contact** *(in case of queries)* | Free text |
| **Multi Academy Trust / Federation** *(If applicable)* | Drop down list with ‘other’ option |
| **Solution required** *(250 words max)* | Free text (Limited to 250 words max)  Following the 4-step approach, what question does the school want answered?  What evidence-based research has been considered to support this approach? |
| **Expected outcomes** *(200 words max)* | Free text (Limited to 200 words max)  What are the expected outcomes?  How will the school know the outcomes have been achieved?  What measures will be used? |
| **Support requested** | Drop down list:  Advice and guidance  School to school support  Financial contribution |
| **Names of pupils supported & Date of Birth** | For KCC internal use only |
| **Total Number of pupils supported** |  |
| **Number of pupils on SEN Support** |  |
| **Number of pupils with an EHCP** |  |
| **Number Looked After Child** |  |
| **Which Key Stage** | Drop down list |
| **If requesting funding - How will the funding be used?** | Free Text (Limited to 200 words max)  What will the funding contribute towards?  How has the funding request been calculated?  Total funding request? |
| **How have you already supported the pupils?** | Free text (Limited to 200 words max) (You must demonstrate use of Notional budget, and other resources accessed) |
| **e Signature** | Free text |

Please submit to the CoS clerk at least 10 working days before the scheduled CoS meeting

THIS DOCUMENT IS DRAFT AND IS SUBJECT TO MINOR AMENDS AND THE FULL REQUEST PROCESS WILL BE SHARED IN READINESS FOR COMPLETION AHEAD OF THE FIRST COMMUNITY MEETINGS OF THE 25/26 ACADEMIC YEAR

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**CoS Section:**

|  |  |
| --- | --- |
| **Request response** | Drop down list:  Advice and guidance  School to school support  Financial contribution  Referral for KCC Review |
| **Detail of support agreed (where applicable)** | Free text |
| **Review Date** |  |
| **Final amount approved** | **£** |
| **Date approved** |  |
| **Decision made by** | Consensus / Chair |

|  |  |
| --- | --- |
| **Final amount approved** | **£** |

Please send to the Area High Needs Funding Officer within 3 working days of approval

|  |  |
| --- | --- |
| **Area** | **High Needs Funding Officer contact** |
| North | [rebecca.walsh@kent.gov.uk](mailto:rebecca.walsh@kent.gov.uk) |
| East | [maria.white@kent.gov.uk](mailto:maria.white@kent.gov.uk) |
| South | [alison.sandford@kent.gov.uk](mailto:alison.sandford@kent.gov.uk) |
| West | [nicola.hockney@kent.gov.uk](mailto:nicola.hockney@kent.gov.uk) |

**KCC Section:**

|  |  |
| --- | --- |
| **Final amount** | **£** |
| **KCC Moderated** | Yes / No |
| **Moderated / Approved by** | Drop down list |
| **Request processed** | Calendar |

KCC commitment to process within 30 days of receipt and include on the next scheduled school advance

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