

## **KIRKLEES SENDIF GUIDANCE – UPDATED APRIL 2025**

**The guidance below is intended to support settings to understand the process for claiming and using the Special Educational Needs and /or Disabilities Inclusion Fund (SENDIF)**

### **1. Eligibility for SENDIF**

Key SEND responsibilities of Early Years Providers:

- All early years providers are required to have arrangements in place to identify and support children with SEN and/or disabilities and to promote equality of opportunity for children in their care.
- All settings should adopt a graduated approach with four stages of action: assess, plan, do and review.
- These arrangements should include a clear approach to identifying and responding to SEN.

*(Early Years: guide to the 0-25 SEND Code of Practice - Advice for early years providers that are funded by the local authority [SEND code of practice: 0 to 25 years - GOV.UK](#)).*

Many children identified with SEND will make progress as a result of relevant and purposeful measures as above – further information is available in **Inclusion Counts: Guidance to support the delivery of universal inclusive high-quality practice and graduated approach guidance for children at SEN Support in the early years**. [Inclusion Counts | Early Years | Kirklees SEND Local Offer \(kirkleeslocaloffer.org.uk\)](#)

For some children at SEN Support, following a period of intervention, progress may be slower and there may be a requirement for additional funding over a period of time to enhance the provision in order to meet presenting needs. Such children may be eligible for SENDIF.

**Children at SEN Support identified as eligible for SENDIF will meet one of the following criteria, all elements of the criteria **MUST** be being carried out or in the case of training, a plan must be in place.**

**It would be expected that a child who is completing their first term with you would undertake a cycle of assess plan do review before SENDIF is requested. Due to this the setting would only be eligible for half a terms funding. See section 2 f) for further details on how to apply.**  
**Please note that the SENDIF monitoring team will be using this information as part of their monitoring process.**

## **SENDIF codes**

### **A (the majority of children eligible for SENDIF will fit this category)**

- The child is known to EYSEND and advice is being implemented.
- The setting has accessed relevant training through EYSEND or through Dingley's Promise with the learning from this being implemented.
- Settings have implemented the graduated approach with at least one cycle of Assess. Plan, Do, Review.
- The child has an MSP (My Support Plan) or equivalent.
- Parents / carers have full and active involvement in their child's SEND journey (High Quality Universal Inclusive Practice - Positive Relationships - Inclusion Counts).

**Code: SENDIF A or SENDIF A HT**

### **B (some children eligible for SENDIF will fit this category)**

- The child is not known to EYSEND, but the setting has accessed relevant training through EYSEND or through Dingley's Promise with the learning from this being implemented.
- Settings have implemented the graduated approach with at least one cycle of Assess, Plan, Do, Review.
- The child has an MSP (My Support Plan) or equivalent.
- Parents / carers have full and active involvement in their child's SEND journey (High Quality Universal Inclusive Practice - Positive Relationships - Inclusion Counts).

**Code: SENDIF B or SENDIF B HT**

### **C (exceptional – a very small number of children may fit this category)**

- The child is new to setting with complex medical needs and is known to Health professionals who are supporting the transition and feeding into a support plan.

**Code: SENDIF C or SENDIF C HT**

### **D (exceptional – a very small number of children may fit this category)**

- The child who is not known to EYSEND and is new to setting and has exceptionally high needs that are difficult to meet after the implementation of the graduated approach.

**Code: SENDIF D or SENDIF D HT**

**Settings will need to distinguish between which SENDIF code the child falls within**

## 2. How to apply for SENDIF

SENDIF applications are made through the Provider Portal.

Please see instructions below. Also refer to Appendix A for more detailed guidance.

- a) Login to the [\*\*Provider Portal\*\*](#)
- b) Go to **Funding**, select the relevant **term and age group**
- c) Select the child by clicking on their name and go to '**Childs Details**' tab
- d) In the '**SEN COP Stage**' select '**SEN Support**'
- e) In the **Notes** tab add the relevant code to indicate which criteria the child meets, i.e. **SENDIF A, SENDIF B, SENDIF C, SENDIF D**.
- f) If claiming for half a term add HT after the code i.e. **SENDIF A HT**
- g) For children with an EHCP In the **SEN COP Stage** select **EHCP**.

***Important: the 'Notes' and SENDIF Funding will not be carried forward to the following term. Providers will need to add a note to the child each term on the portal when claiming for a continuation of SENDIF even if there are no other changes to make to the child's claim. Don't forget to select Save and Send Claim.***

## 3. SENDIF payments

Where settings confirm that the child meets A, B, C or D above, SENDIF will be awarded in line with the calculated hourly rate and based on hours of free early years entitlement attendance. Claims for half term will be paid at 50%. This will be paid in the final/actual FEEC payment of the term for which SENDIF is being applied for.

## 4. Calculation of the funding and hourly rate

SENDIF will be calculated as follows: **Funded hours x funded weeks x £ SENDIF hourly rate x 100%** for full term or 50% for half a term.

The hourly rate is subject to change each term and is dependent on financial forecasts that will ensure the annual budget allocation is not exceeded. The SENDIF hourly rate will be communicated by email via the FEEC and SENDIF teams.

The rate for children with an Education Health and Care Plan (EHCP) will be determined once the plan is finalised.

## 5. Changes to the hourly rate

The SENDIF budget is fixed each financial year following consultation with the sector.

Financial modelling allows for projection forecasts to be reviewed each term based on the numbers of requests that have been submitted previously and potential demand in the future.

To ensure there is no overspend, it's essential that these regular reviews take place.

Caution will always be applied to try and reduce the likelihood of any reduction in rates however this will be influenced by the number of requests received and the demand on the budget.

Final SENDIF payments in Spring term may be subject to enhancement **if** the budget allows. These mechanisms are in place to ensure that we achieve a balanced budget at financial year end.

## **6. Other sources of funding**

### **Disability Access Fund ( DAF)**

Providers who offer Free Early Education and Care (FEEC) can apply to Kirklees Council for Disability Access Funding (DAF) to support children with a disability to access the free entitlement. A lump sum payment is available each financial year to providers who have eligible funded children in receipt of Disability Living Allowance (DLA).

The Equality Act 2010 prohibits local authorities and settings from unlawfully discriminating, harassing or victimising disabled children, and requires them to make adjustments for disabled children where it is reasonable to do so. Local authorities must comply with the provisions of the Act in finding suitable provision for eligible disabled children.

The DAF was introduced to support disabled children's access to the entitlements for 3 and 4-year-olds. **From 2024-25, DAF eligibility was extended to eligible 2-year-olds and under, accessing the entitlements.**

The funds can be used, for example, to support providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting.

For further guidance please refer to the current FEEC Guide on [www.kirklees.gov.uk/fundingdocuments](http://www.kirklees.gov.uk/fundingdocuments)

### **Early Years Pupil Premium ( EYPP)**

The EYPP gives providers additional funding to support disadvantaged children accessing an entitlement place.

From 2024-25, EYPP was extended to all 2-year-olds and under accessing the entitlements and meeting the eligibility criteria detailed below.

For further guidance please refer to the current FEEC Guide on [www.kirklees.gov.uk/fundingdocuments](http://www.kirklees.gov.uk/fundingdocuments)

## 7. What can Kirklees SENDIF be used for?

- Kirklees SENDIF is available to support provision additional to and different from that which you are offering children as part of your Universal Inclusive High-Quality practice (UIHQP).
- Kirklees SENDIF is available to ensure children identified as being at SEN support can receive the best possible provision over and above the UIHQP.
- Kirklees SENDIF must be linked to the provision you are implementing for the child as a consequence of using the Graduated Approach cycle. This will be evidenced in a personalised planning document such as a My Support plan (MSP) / Individual Assess Plan Do Review Document (IAPDR)
- Kirklees SENDIF may support your access to training if this is directly linked to the child's outcomes and provision
- Kirklees SENDIF may support access to some resources that are additional and different to the provision within your universal offer and, are directly linked to the child's outcomes and provision. It must be clear that the child is still receiving any enhanced ratio that they need if a portion of SENDIF is used for resources.

## 8. The SENDIF Audit and Monitoring Process

Kirklees Council have a robust SENDIF monitoring process in place. It is based on the principle of ensuring a process is in place which promotes fairness, transparency, and equity over requests for SENDIF alongside monitoring the impact and difference it is making to individual children's outcomes.

The information that is inputted into the portal is used during the monitoring process.

Monitoring is carried out retrospectively. i.e. Autumn term will be monitored throughout Spring Term.

Monitoring considers:

- Total funding received.
- Other funding that is received for that child i.e. Disability Access Fund (DAF), Early Years Pupil Premium (EYPP).
- Use of SENDIF for the provision available to the child/ children above universal, this **must** include costings.
- How the Graduated Approach Cycle was evidenced during that term
- The impact the SENDIF has had on the child's progress and how you knew.

It is important that that person responsible for how the SENDIF is being used is the person communicating with the SENDIF monitoring team.

Please be aware that the criteria in section 1 and section 7 will form part of the auditing and monitoring process. In the absence of clear evidence that the criteria are being met, funding will be withdrawn with immediate effect and could be recouped.

## **9. Contact details for further guidance/support**

For support with submitting a SENDIF claim using the Provider Portal please contact the Early Years Funding Team on 01484 225752 or email [feeteam@kirklees.gov.uk](mailto:feeteam@kirklees.gov.uk)

For all other questions or for help and support regarding which children meet the criteria for SENDIF or the SENDIF rate, please contact the SENDIF Team on 01924 483744 or email [sendif@kirklees.gov.uk](mailto:sendif@kirklees.gov.uk)

## Appendix A

### How to use the Provider Portal to Claim SENDIF

- Select the child's record and on the 'Child Details' tab ensure **SEN Support** is selected for the **SEN COP Stage**.

Organisation: Feec Nursery  
Provider: Feec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))

Home Forms **Funding**  
Summary Estimates Actuals Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Notes

**Child Details**

Forename\* Test  
Middle Name  
Surname\* Subject  
DOB\* 20-Mar-2022  
Proof of DOB  
Gender\*  Male  Female  
Preferred Surname Subject  
Ethnicity\* Portuguese  
SEN COP Stage\* **SEN Support**

**Search for an Address**

Primary Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY  
Postcode\* HD1 1BY  
Search

Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY

**Address**

Address Line 1\* Kirkgate Buildings  
Address Line 2 Byram Street  
Address Line 3  
Locality  
Town Huddersfield  
County  
Postcode\* HD1 1BY  
Enter Manually Confirm

Save Cancel \*denotes mandatory fields

- Enter the claim as usual entering the correct number of '**Funded and Non-Funded Hours per week**'

Home Forms **Funding** Summary Estimates Actuals Adjustments Eligibility Checker

**Name: Test Subject DOB: 20-Mar-2022**

Summary Child Details Parent / Carer Details **Funding Details** Notes

<b>Funding Details</b>		<b>Attendance Days</b>	
Start Date*	22-Apr-2025	Attends Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No
End Date*	31-Aug-2025	Attends Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Default Term Dates</b>		Attends Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
Weeks Attended in Term*	12.00	Attends Thursday	<input type="radio"/> Yes <input checked="" type="radio"/> No
Present during Census	<input checked="" type="checkbox"/>	Attends Friday	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attends Two Days or More	<input checked="" type="checkbox"/>	Attends Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Nominated for DAF*</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	Attends Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No
Stretching Entitlement	<input type="checkbox"/>		
<b>Funded Hours per Week</b>		<b>Non-Funded Hours per Week</b>	
Hours*	15.00	Non-Funded Hours*	5.00
<b>Extended Funded Hours per Week</b>		<b>Census Information</b>	
Extended Hours*	0.00	Funded Entitlement Weeks	12.00
Eligibility Code	<input type="text"/>	Extended Entitlement Weeks	0.00
<b>Check Eligibility Code</b>		<small>Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.</small>	
Eligible for Extended Hours	<input type="checkbox"/>	<b>Maximum Values Allowed:</b> Number of Weeks: 12.00 Funded Weekly Hours: 15.00 Funded Termly Hours: 180.00 Funded Yearly Hours: 570.00  Extended Weekly Hours: 15.00 Extended Termly Hours: 180.00 Extended Yearly Hours: 570.00	
<b>Total Funded Hours per Week</b>			
Total Funded:	15.00		

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

- Enter the Notes as below.
  - Example: child who is SENDIF A attends 15 hours per week. For SENDIF, just add the code SENDIF A (FEEC Funded hours and weeks will be used to calculate SENDIF)
  - Therefore the Notes added would be:
    - **SENDIF A**

Home Forms **Funding**

Summary Estimates Actuals Adjustments Eligibility Checker

**Name: Test Subject DOB: 20-Mar-2022**

Summary Child Details Parent / Carer Details Funding Details Notes

Add a new note

SENDIF A

Notes History

No Historical Notes

Save Cancel \*denotes mandatory fields

- To view SENDIF funding at the end of the term:
- In **child weightings** you will see the SENDIF weighting code and the total amount of funding which includes Base Rate Funding, SENDIF, EYPP, DAF and IDACI (Deprivation funding) if applicable.

Organisation: **Feeec Nursery**  
 Provider: **Feeec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...)**

Home Forms **Funding**

Summary Estimates Actuals Adjustments Eligibility Checker

**Submit Actual: 2025/26 Summer - 3 & 4 Yr Old** CHANGE

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Subject, Test (20-Mar-2022)	180.00	0.00	£2116.80	ID3 D,SENDIF	

Add Child Send Claim

- To view the notes you have added, select the **child's name** and select the '**Notes**' Tab

Organisation: **Feeec Nursery**  
 Provider: **Feeec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...)**

**Home Forms Funding**

Summary Estimates Actuals Adjustments Eligibility Checker

**Name: Test Subject DOB: 20-Mar-2022**

Summary Child Details Parent / Carer Details Funding Details Notes

**Add a new note**

**Notes History**

SENDIF A  
31/03/2025, 12:21 PM

Save Cancel \*denotes mandatory fields

- To view the total funding for a child:
- Select the **child's name** and go to the '**Summary**' tab, then select the **small black triangle** to drop down the list of weightings
- In the example below the child is in receipt of SENDIF. The SENDIF amount shown is based on funded hours (15 funded hours x 12 weeks = 180 x £6.20) **£1,116.00**

**Home** **Forms** **Funding**

Summary Estimates Actuals Adjustments Eligibility Checker

**Name: Test Subject DOB: 20-Mar-2022**

Summary Child Details Parent / Carer Details Funding Details Notes

Term Start Date	22-Apr-2025	<b>Funding</b>	
Term End Date	31-Aug-2025	Funded Hours Per Week	15.00
No of weeks attended	12.00	Funded Hours for Term	180.00
Nominated for DAF	No		
<b>► Provider Total Rate</b>	<b>£5.38</b>	<b>Funding Amount @ Provider Rate</b>	<b>£968.40</b>
		<b>▼ Child Weightings</b>	<b>£1148.40</b>
		I D A C I 3 Band D (£0.18)	£32.40
		SENDIF (£6.20)	£1116.00
		<b>Funding Amount</b>	<b>£2116.80</b>
		<b>Totals</b>	
		Funded Hours Per Week	15.00
		Funded Hours for Term	180.00
		<b>Total Funding (excl. Adj)</b>	<b>£2116.80</b>
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		<b>Total Funding For Term (inc Adj)</b>	<b>£2116.80</b>

Save

Cancel

\*denotes mandatory fields