

Infant to Junior/ Primary to Secondary Transfer of Top-up Funding: School Guidance

This document provides guidance on Element 3 top-up funding for children and young people (CYP) that will be transferring from:

- Infant School (Y2) to Junior School (Y3)
- Primary School (Y6) to Secondary School (Y7)

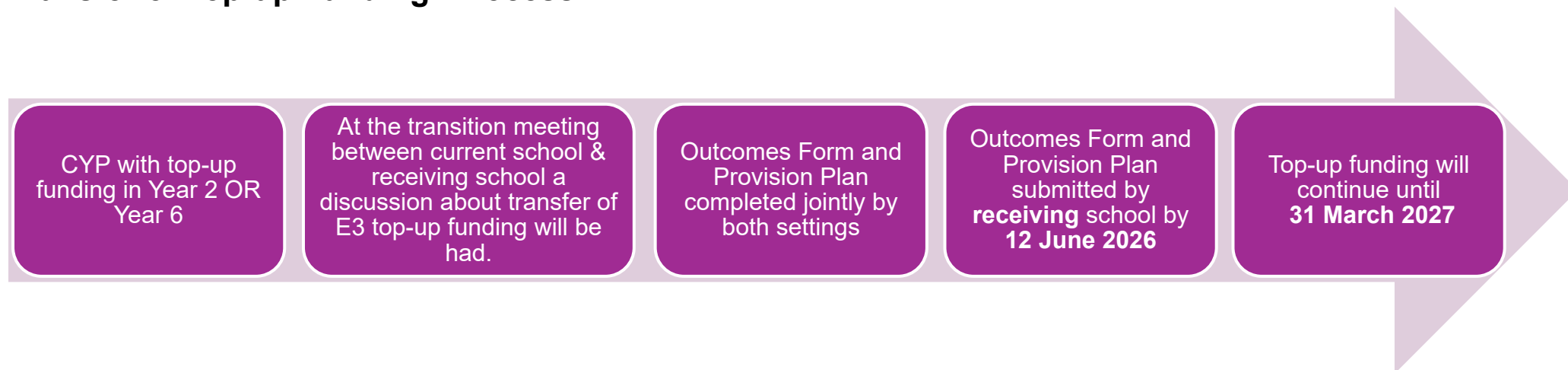
The CYP must currently be in receipt of top-up Element 3 funding. This process is to ensure continuation of funding.

Within the guidance you will find:

- The process for applying to transfer the Element 3 top-up funding to the receiving school.
- Documents required to approve funding continuation from current school to receiving school.

This document has been prepared by Quality Inclusion Team, SEND and Education Department.

Transfer of Top-up Funding: Process



- Outcomes Form and Provision Plan to be completed jointly by **current school and receiving school** (example below)
- Outcomes Form and Provision Plan to be submitted to QIT at sendinclusionfunding@leicester.gov.uk by the **receiving school** (it is advised to copy the current school into the email)
- Acknowledgement email sent by QIT within 5 working days of receipt
- Deadline **12 June 2026** (Summer term 2026)
- Notification email will be sent to both **current and receiving school** to confirm the funding by the end of the Summer Term 2026
- Funding will continue to **31 March 2027**
- If you require any support through this process, there is a video available on the Extranet or email qualityinclusion@leicester.co.uk

Transfer of Top-up funding (E3): Outcomes

This form is to apply for a transfer of funding for either Infant School to Junior School **OR** Primary School to Secondary School for children already in receipt of top-up funding.

It must be completed during a collaborative meeting with the pupil's current School and their allocated receiving School.

Pupil Name		Date of Birth	
Current funding end date: (you will find this on your funding confirmation email)			
Pupil's Current Outcomes (to be completed by the current School)		Pupil's Proposed Outcomes(to be completed by the receiving School)	

Please sign below to confirm collaboration:

Current School:		Receiving School:	
Signature:		Signature:	
Please Print Name:		Please Print Name:	
Date:		Date:	

Please email this form to sendinclusionfunding@leicester.gov.uk

The closing date for receipt of the forms is 12 June 2026.

Transfer of Top-up funding (E3): Provision Plan

Pupil Name		Date of Birth	
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Current School:	Receiving School:
SENDCo Signature:	SENDCo Signature:
SENDCo Print name:	SENDCo Print name:

Area of Support	Outline of Support	Frequency and Length of Time
Pastoral Support		
In Lesson Support		
Targeted Intervention		

Transfer of Top-up funding (E3): Provision Plan **EXAMPLE**

Pupil Name		Date of Birth	
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Current School:	Receiving School:
SENDCo Signature:	SENDCo Signature:
SENDCo Print name:	SENDCo Print name:

Area of Support	Outline of Support	Frequency and Length of Time
Pastoral Support	<ul style="list-style-type: none"> • Meet and Greet 1:1. The adult will work to build a trusting relationship with Jo by engaging in joint activities they enjoy (such as an uno). They will provide an emotional check in and also review the days' timetable and discuss any worries. • Regulation check ins 1:1 The adult will check in with Jo after break and lunch to ensure they are regulated and able to engage in learning. They will support regulation where needed. 	Daily 20 minutes Daily 15 mins after break 15 mins after lunch
In Lesson Support	TA Support 1:2 <ul style="list-style-type: none"> • Supporting focus and attention during whole class teaching • Breaking down and repeating instructions • Chunking and scaffolding learning tasks and modelling where needed • Supporting use of task planners 	English, Maths 8 lessons per week 8 hours
Targeted Intervention	<ul style="list-style-type: none"> • Pre-teaching of English and maths 1:1 • Precision teaching for reading skills • ELSA 1:1 • Forest schools 1:3 	Daily 30 minutes 30 minutes daily 60 minutes weekly 120 mins weekly

TRANSFER OF E3 TOP UP FUNDING: INFANT SCHOOL TO JUNIORS / PRIMARY TO SECONDARY

