

SENIF / Element 3 Training – FAQs

No.	Question	Answer	Area
1.	Is BERA mandatory from Sept 2022?	From September 2023 BERA audits will be needed to support an Element 3 application. At present it is mandatory to implement BERA, but you will not need to upload these with your Element 3 application form in September 2022.	
2.	Can I use Element 3 for buying Education Psychology / Social Emotional Mental Health advice?	Element 2 and 3 funding can be used for this.	Finance
3.	What if I am already spending much more than £6,000 and the current provision is also the proposed provision?	Ensure that the current provision exceeds £6,000 and add the elements that are above £6,000 in the proposed provision.	Finance
4.	When will my funding start?	If it's a new application, from the date the form was submitted or from the date the interventions start (whichever is the latter) If it's a reapplication funding will start the day after the previous funding is due to end (providing the reapplication is received in the term the current funding ends)	Finance
5.	Do we include on costs?	Yes, all associated costs e.g., NI, Pension, Insurance etc. should be included	Finance
6.	When do settings fill in an Element 3 application form? Is it when the child is transitioning from nursery to school?	For children in a transition year, 1 term of additional funding may be allocated to the receiving school if the current funding ends in the Summer. Schools may wish to visit feeder settings to discuss the needs of the CYP and whether any funding is currently in place. If no funding is currently in place transition funding will not be available and the receiving school will need to submit an application.	Finance
7.	How do we get backdated funding?	See response to number 4	Finance
8.	Does the form work better in Chrome or internet explorer? (Is one recommended over the other?)	Microsoft Edge should be used instead of Internet Explorer. The difference between Chrome and explorer is unknown.	General
9.	My child is non-verbal, how do I capture their views?	Share your views on what is working well/not working well for the child. Anecdotal or observed evidence can be supported with pictures. However, media files cannot be used.	General

No.	Question	Answer	Area
10.	Is Pupil I.D mandatory?	No, providing a Pupil I.D. is not mandatory.	General
11.	What happens if my application receives a rejection?	Reapply after 6 months.	General
12.	What is the appeal process / how do you appeal?	There is no appeals process. You may resubmit a re-application if the needs of the child or young person have changed significantly since you applied.	General
13.	Where will I find the form / how do I access the form for a new application?	An Element 3 application form URL will be sent out before the Autumn term.	General
14.	What happens if my evidence is older than 2 years?	Do not include it in the evidence/uploads. You can mention/describe it in the general 'areas of need' section of the application form.	General
15.	What is the 'communication date' on the 'professional involvement' tab?	The date you received the report / letter.	General
16.	When do we start transitioning from electronic to paper?	We will transition from paper to electronic applications on 30 August 2022. If funding is ending, don't wait to apply in September, submit the application. There will be additional panels held during the summer.	General
17.	Who completes the child's gender?	Under the age of 16 it will be the responsibility of the guardian to complete it, however, if there is a disagreement between the child/young person and the guardian as to gender, this should be noted in the general 'areas of need' section of the application form.	General
18.	How do we send back additional information?	You will have a link that takes you back to the application form. This will need to be completed within 14 days.	General
19.	How many people can concurrently use the same form? – there should only be one person updating the form at any one time.	Although more than one person can access the form simultaneously, this is not recommended. The person raising the referral will receive all correspondence. The link to the uncompleted application could be shared amongst staff. Following another's input and saving of the form, the original person starting the form will be notified.	General
20.	What happens if funding or intervention doesn't work?	You need to show what you did to make it work, what alternatives you put in place and your justifications for this. You will also need to evidence why you think it didn't work.	General
21.	How do schools log on – is it the same as the EHCP portal? Can it be?	Please use SEND Additional Funding Application Form - Self (leicester.gov.uk) to log on. Before you can make a referral, you will	General

No.	Question	Answer	Area
		<p>need to register for My Leicester Account</p> <ul style="list-style-type: none"> • Open SEND Additional Funding Application Form - Self (leicester.gov.uk) • Log in to your 'My Leicester Account' • Complete your form <p>The My Leicester Account will allow you to view progression and action taken on the form.</p>	
22.	What happens when we don't have a parent email address?	It's not mandatory. Neither the application form nor outcome will be sent to parents / carers.	General
23.	Does anything get shared with parents?	It will be for the school or setting to decide what information they share with parents/carers	General
24.	Can we put both parents' emails addresses or any other helper into the parents / carers' views details?	You can add more than one if you have the details.	General
25.	Other professionals – can we upload a document here? Do we want to?	Please upload any information that you feel will be relevant to the application. In the form you will have the option to upload up to 5 documents.	General
26.	What types of documents can be uploaded?	<p><i>.avi, .bmp, .csv, .doc, .docx, .gif, .jpeg, .jpg, .jpe, .json, .mid, .mp3, .mpa, .mpe, .mpeg, .mpg, .pdf, .ppt, .pps, .png, .tiff, .tif, .txt, .xml, .xls, .xlt, .xlsx, .wav</i></p> <p>Videos can be uploaded, however, please ensure they don't exceed the maximum file size, or you will not be able to submit your application.</p> <p>If you are uploading media content, please limit this to no more than 1 file per application, not greater than 2 minutes in length and note this should only be used if there is no other evidence to submit.</p>	General
27.	When I apply for future funding, what school year do I put in for the child?	Put the year that the pupil is in with a brief explanation of why you are applying at the present time.	General
28.	Should differentiated curriculum be called engagement model?	The engagement model can be referenced in this section.	General

No.	Question	Answer	Area
29.	Explanation of re-apps / apps and element 2 /3 (who needs to fill in what depending on which type of application you are filling out).	For applications and reapplications schools must demonstrate how their element 2 funding has been spent. In an application schools must show how they propose to support the child if funding is allocated. In a reapplication, schools must show how the previous round of funding was spent and how they intend to support the child if further funding is agreed.	General
30.	What happens if it is a county address / child? (Where / how do we apply?).	You need to apply to the Local Authority who is financially responsible – generally home address unless the CYP is CLA. (Child looked after).	General
31.	What happens if there are twins (same D.o.B. and address)?	The application form will check to see if an application is already in progress using the child’s full name, postcode and date of birth.	General
32.	What happens if the child or young person is in a group for their intervention; how do I split the cost?	Split the cost of the intervention over the number of children participating. Give an explanation for this or ensure that it is a clear ratio.	General
33.	Do we get an extension to reply over Christmas / summer holidays / half term etc?	You should submit a reapplication in the term that the current funding ends. Time is built into the process to allow for summer holidays. If more evidence is requested, the application will not be lost because of the summer holiday.	General
34.	How do we provide evidence for children or young people new to the UK?	Children or young people new to the UK fall under the remit of CPS. (City Psychology Service) or referrals to SENDS. Before applying for funding, you should obtain a report from either of these services.	
35.	What happens if a child / young person was previously CLA? How should I include this information, if at all? GDPR?	Include this in the ‘general’ section of the CYP’s needs.	General
36.	How much in advance can I complete a reapplication?	Reapplications should be submitted in the term the current funding is ending or the half-term before if funding ends at the start of a term	General
37.	LCI team tests– Do I have to enter every aspect of the test onto the form?	No, just input main findings / score.	General
38.	What information is required to be submitted for Element 1/ 2 / 3 ?? for the new app v reapplication?	We don’t need any evidence for Element 1. Element 2 is £6,000 from the schools notional SEN budget. Evidence is what support is currently being provided for the pupil, this can be spent on almost anything but must be pupil centric. Element 3 is the top-up, in reapplications the panel will want to see how this has been spent,	General

No.	Question	Answer	Area
		and what the impact of the funding has been	
39.	Where are group applications?	This aspect of Element 3 funding is currently on hold.	Group applications
40.	Group interventions: how do I enter the costs on the outcomes page?	The costs should be split between all the children unless the child / young person needs 1:1 assistance to access the group.	Group applications
41.	If my child/young person is part of a group – what do I put into the cost field of ELEMENT 2 and ELEMENT 3?	See response to numbers 32 and 40.	Group applications
42.	Reapplications?	Submit all applications, including reapplications, as new applications until after May half-term 2023 (05/06/2023) when this option will become available, and you will have a reference number.	Reapplication
43.	What is the process for submitting reapplications?	We will issue guidance on reapplications nearer the time.	Reapplication
44.	Can I upload a school-based assessment overview sheet?	See additional documentation section in the ‘Other evidence / documentation’ tab.	SBA
45.	School based assessments: private educational psychologist / other private assessment - can we this enter here?	Yes, they can be. You can also add any other professionals involved.	SBA
46.	Two-week timetable – how does this work for secondary school?	When you select that you are a secondary school the option to input a two-week timetable will become available.	Timetable
47.	Do we need to specify the hours that we are using the resources? How do we do that?	When purchasing resources enter 1 in the “Hours per week” and “Weeks” boxes and the cost of the resources in the “Hourly / Session Rate”. Help text is available in this section of the form. How you utilise these can be entered into the timetable	Timetable
48.	What do schools do if settings have not filled in the form – how do schools get past the timetable?	If you are applying for a child who is new to your school / setting complete the current timetable with the planned programme of support.	Timetable
49.	Is it a child / young person’s full timetable required or is it just their interventions?	Their full timetable is required. This will help the panel make a funding decision and aid the auditing process.	Timetable
50.	What is the timeout period for the on-line application form?	The timeout period is 40 minutes for the online application form. Please ensure you save your work at all times; any unsaved work	General

No.	Question	Answer	Area
		will be lost when the application form times out.	
51.	How will accountability for SENCO's/Heads and Governors be communicated?	Following a Quality Inclusion Audit, a report will be sent to the SENCO. In the event of unresolved Element 3 funding concerns within the audit, the Headteacher and Chair of Governors will be informed.	Accountability
52.	What is the word limit for each text filed?	1,000 characters is the limit. The form will tell you when this limit has been reached.	General