

THIS IS A PILOT PROCESS YEAR 24/25 - 25/26

E3 Top up funding: Year 6 transitioning into Year 7 guidance

This document provides guidance on E3 top up funding (E3) for Year 6 children and young people (CYP) that will be transitioning into Year 7. The CYP may currently be in receipt of E3 or you may be considering applying.

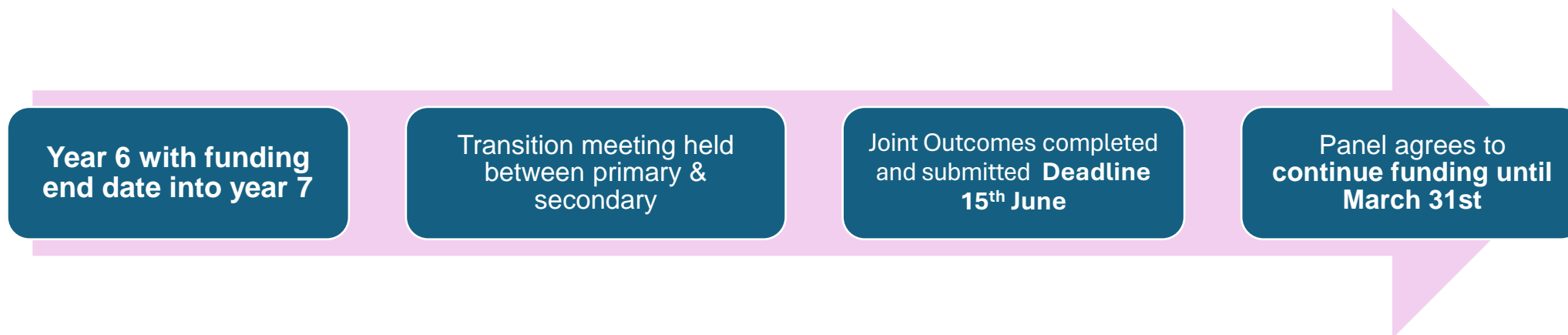
There are three pathways the CYP may take, each pathway will require collaboration between the primary and secondary school involved.

1. Pathway 1: Year 6 with funding end date into Year 7
2. Pathway 2: Year 6 with funding that ends in summer term
3. Pathway 3: Year 6 with no current top up funding

Within the guidance you will find:

The three pathways available for the CYP	Pages 2 - 4
Documents required to approve funding continuation from Year 6 into Year 7	Page 5 - 7
The process as a flow diagram including important dates	Page 8

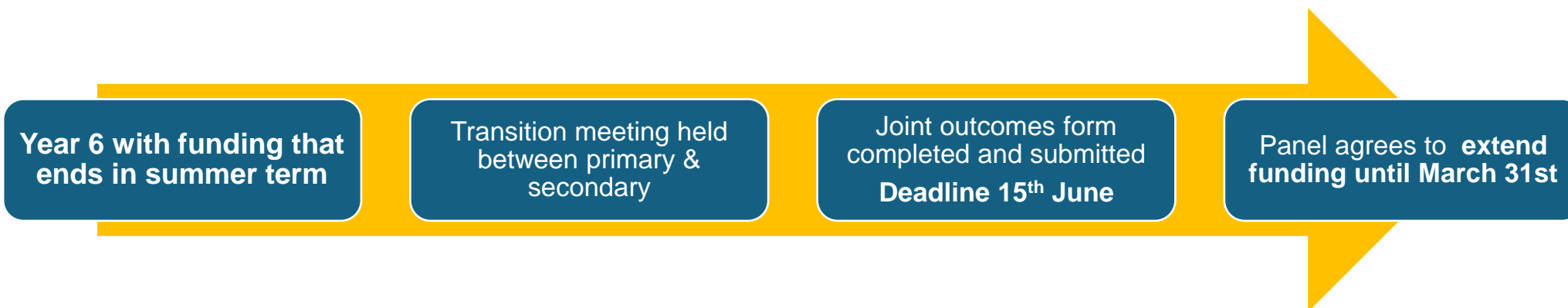
PATHWAY 1



Pathway 1: Year 6 with top up funding finish date into Year 7

- Joint outcomes form to be completed (see Page 5)
- Form 6/7a to be submitted to QIT at sendinclusionfunding@leicester.gov.uk
- Deadline **15th June** (Summer term of year 6)
- Funding will continue to **March 31st** (Spring term of year 7)
- Standard E3 can be applied for at any point once the secondary school has gathered information about the CYP's needs.

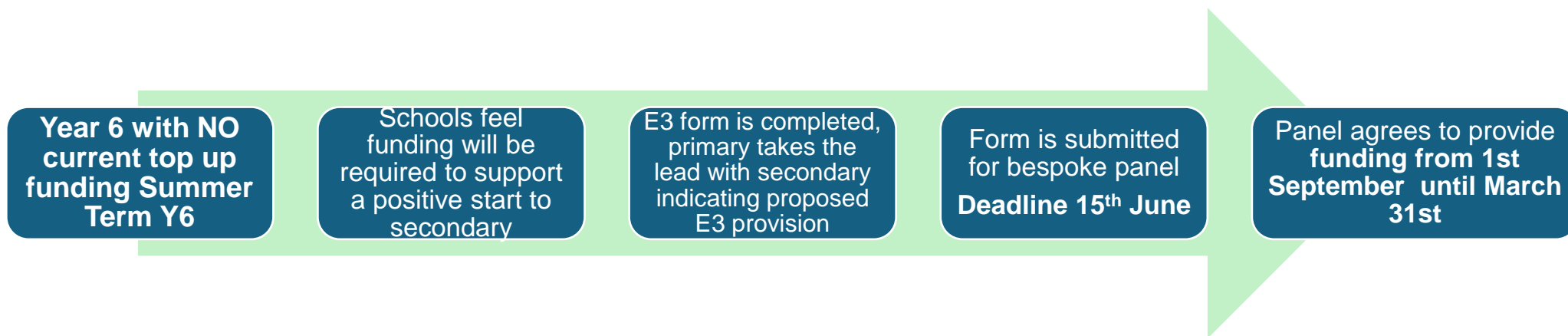
PATHWAY 2



Pathway 2: Year 6 with top up funding that ends in the summer term

- Joint outcomes form to be completed (see Page 5)
- Form 6/7a to be submitted to QIT at sendinclusionfunding@leicester.gov.uk
- Deadline **15th June** (Summer term of year 6)
- Funding will continue to **March 31st** (Spring term of year 7)
- Standard E3 can be applied for at any point once the secondary school has gathered information about the CYP's needs

PATHWAY 3



Pathway 3: Year 6 with no current funding in summer term

- E3 top up funding form completed (collaboration between primary and secondary schools).
 - Primary school will complete the application on the portal as the CYP is on roll with them.
 - Secondary school will provide outcomes using outcome form (see page 5, form 6/7a) (*primary to write in outcomes section of form – ‘see outcomes uploaded’, upload under ‘plans & profiles – other’ or ‘review documentation – other’*)
 - Secondary school will provide provision plan (see page 6 & 7 for template, form 6/7b, and example) and send to primary school to upload as part of application (*primary to upload under ‘proposed timetable’*)
- Form is submitted **via the portal**.
- Deadline **15th June** (Summer term of year 6)
- Funding will continue to **March 31st** (Spring term of year 7)
- Standard E3 can be applied for at any point once the secondary school has gathered information about the CYP's needs.

Top up funding (E3): Year 6 transitioning in Year 7 Outcomes (Form 6/7a) (Required for all pathways)

This form should be completed during a collaborative meeting with the pupil's current Primary School and their allocated Secondary School (should the pupil change secondary schools; funding will follow the pupil).

Pathways 1 and 2: Complete this form for Year 6 pupils who are **currently in receipt of top up element 3 funding**. This form will enable this funding to continue into year 7. Email the completed form to sendinclusionfunding@leicester.gov.uk

Pathway 3: For pupils where there is **no current funding** for the Year 6 pupil, attach this form to the E3 application.

Pupil's Current Outcomes (to be completed by the Primary School)	Pupil's Proposed Outcomes (to be completed by the Secondary School)

Please sign below to confirm collaboration:

Primary School:		Secondary:	
Signature:		Signature:	
Please Print Name:		Please Print Name:	
Date:		Date:	

Please note this form must be completed to enable continued allocation of the top up element 3 funding into year 7. The closing date for receipt of the forms is 15th June.

Top up funding (E3): Year 6 transitioning in Year 7 provision plan (Form 6/7b)
(PATHWAY 3: THIS REPLACES PROPOSED TIMETABLE ON E3 APPLICATION FORM)

Pupil Name		Date of Birth	
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Primary School:	Secondary School:
SENDCo Signature:	SENDCo Signature:
SENDCo Print name:	SENDCo Print name:

Area of Support	Outline of Support	Frequency and Length of time
Pastoral Support	<i>Please detail what the support will be and the role of the adult in providing the support</i>	
In Lesson Support	<i>Please provide details of what the adult will be doing to support and be clear on the ratio of this support</i>	
Targeted Intervention	<i>Please make specific reference to targeted interventions and be clear on the ratio of pupil to staff for delivery</i>	

Top up funding (E3): Year 6 transitioning in Year 7 provision plan (Form 6/7b) EXAMPLE

Pupil Name		Date of Birth	
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Primary School	Secondary School:
SENDCo Signature:	SENDCo Signature:
SENDCo Print name:	SENDCo Print name:

Area of Support	Outline of Support	Frequency and Length of time
Pastoral Support	<p><i>Please detail what the support will be and the role of the adult in providing the support</i></p> <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 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. 	<p>Daily 20 minutes</p> <p>Daily 15 mins after break 15 mins after lunch</p>
In Lesson Support	<p><i>Please provide details of what the adult will be doing to support and be clear on the ratio of this support</i></p> <p>TA Support 1:2</p> <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 	<p>English, Maths 8 lessons per week 8 hours</p>
Targeted Intervention	<p><i>Please make specific reference to any targeted interventions and be clear on the ratio of pupil to staff for delivery</i></p> <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 	<p>Daily 30 minutes 30 minutes daily 60 minutes weekly 120 mins weekly</p>

E3 Top up funding: Year 6 transitioning into Year 7 process

