When to use this form

When a child that a Merton setting has been receiving SENDIF funding for is changing to a different setting in Merton at the end of a funding period, the new setting should complete and submit this form. Subject to agreement by SENDIF Panel, the same level of funding will be awarded for the first funding period in the new setting. For further SENDIF funding after this, a full SENDIF application is required. Please make sure this form is submitted prior to the funding claim for the first funding period at the new setting.

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| **Section 1: General Information** | | | | | | | | | | | | |
| School/setting details | | | | | | | | | | | | |
| New Setting name |  | | | | | | | | | | | |
| New setting address |  | | | | | | | | | | | |
| New setting name of SENCo |  | | | Phone | | |  | | | | | |
| Email | | |  | | | | | |
| Child’s Name |  | | | Date of Birth | | |  | | | | | |
| Previous setting name |  | | | SENDIF level at  previous setting | | |  | | | 1b / Medium Level | | |
|  | | | 1c / Higher Level | | |
| Handover Summary | | | | | | | | | | | | |
| Date of transition meeting with previous setting | | | | |  | | | | | | | |
| Transition arrangement agreed? | | | | | Yes | |  | | | | No |  |
| Current strategies discussed? | | | | | Yes | |  | | | | No |  |  | No |  |
| SEN Support Plan provided to new setting? | | | | | Yes | |  | | | | No |  |
| Date transition discussed with parents if different from transition  meeting date | | | | |  | | | | | | | |
| Section 2: Planned use of funding from the SENDIF | | | | | | | | | | | | |
| Summarise how the previous setting used the funding | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| What additional provision do you want to develop with the funding to support this child to make progress? | | | | | | | | | | | | |
| Use the headings below to outline how you will spend the funding allocated to support the child’s learning and development outcomes. Include any supplemental funding you are already receiving to support the child’s learning i.e. EYPP, deprivation supplement and/or DAF. | | | | | | | | | | | | |
| Learning resources | | |  | | | | | | | | | |
| Intervention programme via professionals recommended targets/outcomes | | |  | | | | | | | | | |
| Specialist equipment recommend by professional | | |  | | | | | | | | | |
| Enhanced ratios | | |  | | | | | | | | | |
| Section 3: Consent  Information from parent / carer and consent | | | | | | | | | | | | |
| For completion by the child’s parent / legal guardian only  Please provide further information, views or comments about your child to support this application  *If you require any support outside of the setting, such as parenting support for managing behaviour, please do ask your setting or health visitor to make an Early Years Referral for Family Support or contact your local children’s centre for a wide range of support and advice.* | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Parent/Legal guardian and SENCo to sign | | | | | | | | | | | | |
| Date protection statement | | | | | | | | | | | | |
| The information provided on this form will be used to inform decision-making. This means that the information provided on the form will be shared with the relevant staff members to guide their work for the duration of the support period. This form and any further related documentation and records of work carried out will be stored in a case file in your family name. If you have any questions about how your information is used, please visit:  https://www.merton.gov.uk/legal/privacy-and-cookies | | | | | | | | | | | | |
| Parent/Carer Name | |  | | | | | | | | | | |
| Parent/Carer Signature | |  | | | | Date | |  | | | | |
| Parent/Carer Email | |  | | | | | (required if you would like to receive confirmation of the Panel decision) | | | | | |
| New Setting \*SENCo Name | |  | | | | | | | | | | |
| New Setting \*SENCo Signature | |  | | | | Date | | |  | | | |
| \* We cannot accept forms without a SENCo name and signature. Forms will be returned if these are not provided. | | | | | | | | | | | | |

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| Section 4: Submission instructions |
| * Please make sure you allow sufficient time and complete your application fully with full involvement from the family * If approved by the SENDIF Panel, funding will be granted for one funding period and then new SENDIF Application form will need to be completed * Incomplete applications will not be considered. If you have not answered all the questions your application will be returned * We correspond with settings using encrypted email. Merton Council cannot be responsible if a message sent from a provider via standard (non-encrypted) email is accessed by an unauthorised person. * PVI settings should email [ey.funding@merton.gov.uk](mailto:ey.funding@merton.gov.uk) to request an encrypted email and follow the steps to reply attaching your completed form and supporting documents. Schools must return the form to the Providers group on USO-FX * Forms submitted in hard copy (on paper) will be not be processed and will be securely destroyed. * You will receive notice of the outcome of the application in writing within 5 working days of Panel. London Borough of Merton will be unable to inform you of the outcome of the application through any other means * When confirming the Panel decision with parents/carers, personal data will be anonymised / omitted |

*Please refer to the Merton Early Years SEND Advisory Support and SENDIF Handbook and Guidance for further information about the SENDIF*