**Secondary Schools**

# Inclusive School Forum Guidance and Procedure

# Version 1 (May 2024)

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**Secondary Guidance Version 1 (May 2024)**

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**Inclusive School Forum (ISF)**

A school led forum providing support and challenge for Telford and Wrekin schools regarding provision and practice for children with Special Educational Needs and Disability (SEND).

**Introduction**

The Inclusive School Forum is a school led forum within Telford and Wrekin that provides support and challenge to mainstream schools regarding the provision and practice they deliver for children with Special Educational Needs and Disability (SEND). It aims to provide an opportunity to network and deliver peer to peer guidance. The focus is, through **sharing best practice**, to develop an inclusive education system within Telford and Wrekin whereby children with increasingly complex needs achieve and succeed within mainstream schools.

A key function of the forum will be to support a school’s delivery of its graduated approach, through assess, plan, do and review cycles. To enable schools to intervene early and with pace, the forum has an allocation of high need top up funding (to be known as Additional Inclusion Funding or AIF) from the Local Authority which can be accessed where criteria is met and documentation required has been completed. An Education Health and Care Plan will not be required to access AIF funding.

The Inclusive School Forum has been developed in response to the views of Telford and Wrekin Schools. Some ‘shout outs’ include:

We need to share good practice and learn from each other.

We want children with SEND in our mainstream schools.

We need high quality SEN support across all schools.

We want to know what other services are out there and how to access them.

We need a less bureaucratic way of accessing additional resource so we can intervene and make a difference early and quickly.

**Principles of the Inclusive School Forum**

We will develop strong partnerships between schools that ensures effective collaboration to support children with SEND.

We will support early identification of need by providing support that is timely and appropriate focusing on the graduated approach and high quality assess, plan, do review cycles.

We will seek to offer peer led support and challenge that aims to build the resilience and skills of mainstream schools to meet increasing complexity of need.

We will monitor our criteria, process and impact to ensure it is fit for purpose and achieves positive outcomes for the child.

**Our collective aims**

* Staff in schools will be more able to meet the needs of children and young people with SEND.
* Schools will increase their confidence so that children and young people with SEND are included and can achieve to their highest potential.
* There will be increased participation and achievement for children and young people with SEND.
* Schools will build their own expertise through wider workforce development leading to better outcomes for all.
* There will be less escalation into more specialist pathways, resource and provision.

**Proposed Functions**

**Advice and Guidance**

Support and challenge

Signposting to services

**Access to Outreach**

Support from either Southall or The Bridge.

**Access to AIF**

Criteria determined by quality of graduated approach

Available ‘bands’ will be identical to funding for EHCPs

Broadly the forum will offer 3 functions. The primary function; advice and guidance, offers the opportunity to share best practice, learn from one another and hold a professional discussion in a supportive forum with peers. The forum seeks to solve problems by seeking out expertise within our schools rather than acting as a gatekeeper to external services. Over time the forum will build up a bank of good practice and learn, through common queries, where there are gaps in knowledge to propose collective training initiatives.

The second function whereby schools are able to request referral to an Outreach worker from either Southall School or The Bridge. The forum will consider a school’s request for Outreach support and if granted, the request will be forwarded to the Outreach team to agree what form this support will take.

The third function whereby colleagues are able to seek access to AIF funding will see the forum act as a gatekeeper. The forum will still provide advice and guidance where access to AIF is sought. Forum will discuss and explore alternative options to the provision of AIF as potential outcomes to a request.

A school is able to attend forum for only advice and guidance. Where access to AIF is sought a school will receive advice and guidance too.

**Who are the forum members?**

Forum will be chaired by Head Teachers and members include SENCOs, Head Teachers and Senior Leaders from across Telford and Wrekin schools. There will be representation from mainstream, primary, secondary and special maintained schools and academies.

Forum members for academic year 2023/24 and 2024/2025 are provided in Appendix 6. Terms of reference for forum members are provided in Appendix 7.

**When will forum meet?**

The forum will meet half termly. 12 slots will be allocated for new applications and 4 for reviews. These slots will be filled in order of applications being received and papers should be submitted no later than 2 weeks before panel. Schools may submit more than one application but if there is demand from lots of settings, the slots will be shared out. When you apply, please state the order of priority for each application.

Completed papers must be submitted by the dates shown for consideration at the next forum. Where the number of requests exceed availability then they will be placed on a waiting list for the following forum. Once the relevant paperwork has been confirmed as complete, schools will receive confirmation regarding the date and time of their presentation to forum.

Forum will meet on the last Thursday of every half term during term time. The dates for the academic year 2023/24 and 2024/2025 are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of forum** | **Time** | **Venue** | **Papers due in** |
| Thursday 11th July 2024 | 9am - 1pm | Telford Langley | Thursday 27th June 2024 |
| Thursday 17th October 2024 | 9am - 1pm | Charlton School | Thursday 3rd October 2024 |
| Thursday 12th December 2024 | 9am - 1pm | Telford Langley | Thursday 28th November 2024 |
| Thursday 6th February 2025 | 9am - 1pm | Charlton School | Thursday 23rd January 2025 |
| Thursday 3rd April 2025 | 9am - 1pm | Telford Langley | Thursday 20th March 2025 |
| Thursday 15th May 2025 | 9am - 1pm | Charlton School | Thursday 1st May 2025 |
| Thursday 10th July 2025 | 9am - 1pm | Telford Langley | Thursday 26th June 2025 |

**Where will forum take place?**

For the 2023/24 and 2024/25 academic years, the forum will take place at either Charlton or Langley school. Panel members will attend in person. Schools attending to present may do so in person or via MS Teams.

**Eligible children**

Any child in a Telford and Wrekin mainstream school (from year 7 to year 11) with special educational needs can be presented for **advice and guidance**.

**Where access to AIF** is being sought the following criteria is applied:

* The child’s home address must be in Telford and Wrekin.
* Children must not have an EHC plan or have an EHC needs assessment underway.
* Children do not receive support via FAP, or a request has not been made for FAP resource. (Where a child previously received support via FAP but this has now stopped and the need continues or re-emerges then a request may be considered).
* The school can demonstrate that they are already supporting a child’s special educational need using quality first teaching and a high quality graduated approach (this must involve evidence that outside agencies have been used during cycles of assess, plan, do and review) at SEN support.
* There is evidence that the school has used their normally available resources (i.e. element 2 funding of £6,000 per child per annum) over time to support the child’s special educational need via a provision map.
* The school can provide evidence of progress over time and the impact of current provision.
* The school has set out what they require AIF for (based on recommendations from outside professionals), what needs they aim to address, what provision they would put in place, the cost of it and expected outcomes.
* Where schools have a number of children with SEND who have similar needs, it may be more appropriate to consider a ‘Fair Share’ funding request to meet their needs. In the first instance, Fair Share funding requests should be discussed with Laura Goodfellow: [Laura.Goodfellow@telford.gov.uk](mailto:Laura.Goodfellow@telford.gov.uk).

(Further information about high quality teaching, the graduated approach, use of outside professionals and provision can be found in appendix 5).

In addition

* Schools/parents/carers should not apply for an EHC needs assessment at the same time as requesting AIF through the Inclusive School Forum.
* Pupils must have significant barriers to learning i.e. requiring support above element 2 funding (notionally £6,000).
* The right for Parents/Carers and schools to request an EHC needs assessment remains in place, if appropriate, for children with AIF allocated through the Inclusive School Forum. However AIF funding will stop from the date an EHC needs assessment request is agreed by the Local Authority (in exceptional circumstances AIF may continue up until the ECHNA process is finalised but this will be considered on a case by case basis and cannot be agreed by the forum).
* An allocation of AIF must be used for the named pupil only which is in line with the Schools and Early Years Finance Regulations, 2015.

**Should a school apply for an EHC needs assessment or AIF funding?**

The expectation is that an application for AIF funding should form part of the high quality graduated approach. Where you feel a child is making limited progress, despite access to a high quality graduated approach, it is recommended that you consider applying for AIF funding, in consultation with the child’s parent. AIF funding, once agreed, will be provided faster and you will be able you support the child’s need quicker.

Where you feel a child may require specialist provision then you will need to submit an EHC assessment. Children will not be able to enter a special school without an EHC plan.

**Making a request to present a child to the Inclusive School Forum**

Schools will need to complete an Inclusive School Forum (ISF) request form (see Appendix 1) to access the Inclusive School Forum. This must include parental consent. Where they are not they will be sent back to the school.

When making a request for AIF funding, schools are asked to provide supporting evidence only where it is felt necessary. The ISF panel will expect that a high quality graduated approach has been delivered to support a child’s special educational needs and will ask you to detail your approach. It is for requesting schools to determine the appropriateness of including evidence regarding cycles of Assess, Plan, Do and Review and involvement of outside professionals as required. Questions from members of the Inclusive School Forum will gauge an understanding about what actions the school have already undertaken to meet a child’s needs and seek to ensure that £6,000 has already been spent on provision.

All paperwork should be sent to [inclusiveschoolforum@telford.gov.uk](mailto:inclusiveschoolforum@telford.gov.uk)

Once the relevant paperwork has been confirmed as complete, schools will receive confirmation regarding the date and time of their presentation to forum.

If paperwork is deemed to be incomplete, the application may be returned to the school who will be asked to update it and resubmit at the next panel. Please refer to the ISF paperwork checklist before submission (Appendix 8).

**Who will be asked to present a child to the Inclusive School Forum?**

The school’s SENCo must attend to present the child to forum and be involved in the professional dialogue. The school’s head teacher will also be invited to attend. SENCOs will be asked to present their children in groups of four (i.e. four children from four different schools will be heard at the same time). This will provide further opportunity for peer to peer networking and support. Everyone will be invited to contribute to the professional dialogue (participants and forum members) during the presentation of a child. An allocation of 1 hour will be provided per session, in which the four children will be discussed. This will include a brief presentation by the SENCOs and time for follow up questions/professional dialogue. Where possible we will group colleagues according to the age of the child being presented so that discussion and sharing of information is as relevant as possible to all presenters in the group and expertise can be shared.

Schools may submit more than one application but if there is demand from lots of settings, the slots will be shared out. When you apply, please state the order of priority for each application. Participants will be asked to provide some feedback about their experience by completing a ‘satisfaction survey’ (see Appendix 9) following attendance at forum.

**Involvement of parents/carers**

Parents/carers must be involved in the whole process and consent to their child’s needs being presented at the Inclusive School Forum. Schools must meet and plan with parents/carers so that their views are represented in all decisions. There is opportunity on both Form A and B to collect parent/carers views. Their views must be included with the ISF request form when making a request to attend the Inclusive School Forum. An information guide for Parents/Carers about the Inclusive School Forum, and AIF is included in Appendix 3.

**Pupil Views**

The child’s voice must also be ‘heard’ when a request is made to the Inclusive School Forum. There is opportunity on the request form to collect child/young person views. Alternatively a school may choose to submit a one Page Profile when submitting an ISF request form. Schools should ascertain the learner’s views about themselves, school and their future. Questions should be personalised to suit the age or needs of the learner, and it may take time and additional support to gather the views of ‘hard to reach’ learners meaningfully.

**The role of the Local Authority**

The Local Authority has some role to play given it is accountable for the high need funding block from which AIF will be allocated. A member of the Local Authority team will be present at forum to record any agreements for AIF, support the consistency of approach and ensure equitable resource distribution. The Local Authority will keep central records of children presented at panel, record and monitor who is provided with AIF funding and provide notice where annual ISPP evaluations are required (see below). The Local Authority is responsible for releasing AIF funding to schools. The Inclusive School Forum may highlight the need for the Local Authority to follow up, monitor and support SEND provision in schools making frequent and/or poor applications. This would identify training needs within schools in the LA, for example, in particular areas of SEND interventions.

**Funding**

The Inclusive School Forum has been provided with a set budget envelope. With effect from Summer Term 2019, the available AIF funding ‘bands’ will be in line with the Education Health and Care Plan banded levels. The amounts shown are per annum and further information can be accessed via the Local Offer at:

<http://www.telfordsend.org.uk/localofferservices/info/1/home/9/what_is_an_education_health_and_care_plan_ehcp/2>

**Decisions about funding**

Decisions about funding are made by the chair of forum in collaboration with forum members. Information contained in the ISF request form and discussion following presentation at forum will be used to determine if criteria for AIF has been met and what band will be provided. Agreement for funding and the band allocated, where agreed, **will not** be given at the forum meeting but rather an OUTCOME letter/funding agreement from the LA will be sent to the school within 10 working days of the forum meeting. Where AIF is agreed there is no requirement for the LA to draw up a plan. Schools will need to use the funding provided to put in place the support outlined in the Inclusive School Provision Plan submitted with their request. Specific interventions, strategies and learning programmes with measurable outcomes need to be fully detailed to target the child’s SEN/barriers to learning. Examples are provided on the Local Offer website (telfordsend.org.uk). Schools are responsible for ensuring progress towards outcomes.

Allocation of AIF is usually for one year from the approval date but can continue as required. When the plan is due for review this must be done by the school with parents/carers and any services involved and the Inclusive School Evaluation Form (ISEF) is completed showing recommendations (see Appendix 2).

Each year new outcomes must be written for the year ahead and if appropriate AIF **funding can continue year on year**, until a child leaves secondary school, or be reduced, increased or ceased depending on progress made by the pupil.

The IS evaluation form must be returned to [inclusiveschoolforum@telford.gov.uk](mailto:inclusiveschoolforum@telford.gov.uk) before the cease date.

Where a request for funding has been refused the school will be informed of the reasons for this and any further steps they may need to take before funding would be granted.

**Moving between schools**

Where a pupil receiving AIF moves school, the school must notify the Inclusive School Forum immediately as the funding allocation will need to be transferred to the child’s next placement, if appropriate. Funding is allocated to the individual child and therefore follows the child. Funding cannot be transferred to another child in the school. Funding will follow a child during phase transition (i.e. a year 2 child in an infant school transferring to a junior school in year 3 and a year 6 child transferring to a secondary school in year 7). The receiving school will be required to review the ISPP plan and submit an IS evaluation form before the allocation of funding is due to cease. Where a year 11 child has been allocated funding this will automatically cease when they finish school. Where a child in receipt of AIF funding is subject to a managed move, it is the responsibility of the schools involved to make arrangements regarding funding between them.



Appendix 1  
**INCLUSIVE SCHOOL FORUM  
Application Form**

**Please note: this is now the only ISF application form and is for requesting Funding, Outreach and Advice/Guidance.**

|  |  |  |
| --- | --- | --- |
| **This application is for:** | **Please select** | * Advice and guidance is available for all applications. * If a school requests funding but the panel feels that initially Outreach may be more beneficial then this may be offered instead. * When requesting funding, all schools are required to fund the first £6000 to meet identified SEN. |
| **Advice and Guidance only** |  |
| **Additional Inclusion Funding** |  |
| **Special School Outreach** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Pupil, Parent/Carer and School details** | | | | | | | |
| **School:**  **Name and Address** |  | | **Email:**  **Tel:** |  | | | |
| **Name of child / young person:** |  | | **UPN:** |  | | | |
| **Date of birth:** |  | | **Year group:** |  | | **Gender:** | **M / F** |
| **Parent/Carer Names** | *(Parent 1)* | | | *(Parent 2)* | | | |
| **Parent/Carer contact details** | **Address:** |  | | | | | |
| **Email:** |  | | | | | |
| **Tel:** |  | | | | | |
| **Date of request:** |  | | | | | | |
| **School admission date:** |  | | **Attendance %  (last 12 months):** | | | % | |
| **When was the child first identified as having SEND?** |  | | | | | | |
| **Ethnicity** |  | | | | | | |
| **EAL** |  | | | | | | |
| **Is child LAC?** |  | | **Name of funding authority** | |  | | |
| **Is the child known to Early Help / Social Care?** | **Yes**   **No** | | **If yes, please provide a brief description or attach copy of TAC** | | | | |
|  | | | | |

|  |  |
| --- | --- |
| **Section 2: SEND Details** | |
| **Area(s) of Need** | |  |  |  | | --- | --- | --- | | **Required** | **Required** | **Optional** | | Broad Area of Need (from Code of Practice) | Primary Area of Need | Secondary Area of Need | | Choose an item. | Choose an item. | Choose an item. | |
| **Brief description of the special educational needs** |  |
| **What actions have you taken already to meet the needs of the child/young person?**  **What strategies have you already tried?**  **This should include a brief description of your graduated approach – please include the previous 12 months provision maps that show reviewed APDR cycles.** |  |
| **External agencies used**  **You must provide a copy of any external reports received.** | |  |  |  | | --- | --- | --- | | Agency | Yes (tick) | Dates | | Learning Support Advisory Team |  |  | | Educational Psychology |  |  | | Behaviour Support Advisory Team |  |  | | SIS |  |  | | Speech and Language Therapy |  |  | | Bee U Service |  |  | | Physio or Occupational Therapy |  |  | | TAW Specialist School Outreach |  |  | | Other (Please specify) |  |  | |
| **Alternative Provision accessed**  **You must provide a copy of any AP reports received.** | |  |  |  | | --- | --- | --- | | AP Provider | Yes (tick) | Dates | | House One |  |  | | Linden Centre |  |  | | AFC Telford |  |  | | Other (Please specify) |  |  | |

|  |
| --- |
| **Section 3: Request for Additional Inclusion Funding**  *(If not requesting funding, please proceed to section 4)* |

If requesting additional funding, you must provide evidence of the following:

* How you have already spent the £6000 Notional Budget
* Specific information regarding provision that is matched to identified outcomes
* How you intend to use any additional funding provided

You may submit your own school paperwork to evidence this or alternatively the ISF provision map below can be used.

To complete the ISF provision map, please right click on the image of the Excel document below and select:

*Object > Open*

****

|  |  |
| --- | --- |
| **Section 4: Request for Special School Outreach**  *(If not requesting Outreach, please proceed to section 5)* | |
| **Have your setting accessed Outreach support previously?**  **If yes, what was the impact?**  **What strategies have you already tried with the child you are requesting support for?** *(If not already outlined in section 2 above)* | **Yes**   **No** |
| **Why do you feel additional Outreach is needed and what do you hope will be the impact?** |  |
| **What relevant specialist training has the school already accessed?**  **Please state what training has been accessed/booked, who it was delivered by, who attended and dates.** |  |

|  |  |
| --- | --- |
| **Section 5: Parent /Carer Views** | |
| **Has the school informed you about why they are requesting support from the Inclusive School Forum?** | **Yes**   **No** |
| **Please provide a description of your child now including their strengths and areas of difficulties.** |  |
| **What do you think is working well at the moment?** |  |
| **Is there anything else you would like to tell us about your family?** |  |

|  |
| --- |
| **Section 6: Child/Young Person Views – One Page Profile** |
| *Please gather what is important to the child or young person, what activities and hobbies they like, important people to them, what they don’t like, how they feel about school, who helps them and what they would like to get better at using a one page profile. You are able to attach this as a separate document rather than including it here if you prefer.* |

|  |  |
| --- | --- |
| **Setting declaration** | |
| The contents of this referral have been shared with parents/carers | **Yes** |
| All parts of this form have been completed in full and copies of relevant reports attached | **Yes** |
| The application demonstrates evidence of a graduated response | **Yes** |
| The first £6000 for meeting identified SEND needs has been met by school | **Yes** |
| A fully costed provision map that shows how the Notional Budget has been spent and how additional funding will be spent has been provided | **Yes** |
| 12 months of reviewed APDR cycles. | **Yes** |
| A one page profile that contains the CYP’s views | **Yes** |
| This form has been completed by:  **Name: Job Title:**  **Signed**  **(Head Teacher / Owner / Manager / Principal): Date:**  **Signed**  **(SENCo): Date:** | |
| **Parent/Carer Signature(s)** | |
| Please tick:  I confirm that my child’s educational setting has discussed this request with me and I have been fully informed in the decision to refer my child to the Inclusive School Forum.  I have received a copy of the information guide for parent/carers about the Inclusive School Forum.  I have received a copy of all the information that the school will submit to the Inclusive School Forum.  **Signed: Date: (Parent/Carer)**  **Signed: Date: (Parent/Carer)**  Privacy Notice under the Data Protection Act  *Telford & Wrekin Council are collecting Personal Identifiable Information to enable the best possible advice and support to be provided and to meet the statutory requirements under the Children and Families Act 2014. We need to collect this information in order to consider your request for an Education Health Care Needs Assessment. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) (c), Article 6(1)(e) and Article 9(2)(g).*  *Telford & Wrekin Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. However, this information will be shared within Telford & Wrekin Council and partners agencies (Department of Education, NHS, Schools/settings, and Early Years providers) solely for the purpose of providing support to you and your family. For further details on the council’s privacy arrangements please view the privacy page on the council’s website page* [*http://www.telford.gov.uk/terms*](http://www.telford.gov.uk/terms) | |

Please return this form electronically to [inclusiveschoolforum@telford.gov.uk](mailto:inclusiveschoolforum@telford.gov.uk)

The school will always receive notification of the outcome of the request for AIF funding within 10 working days of attending panel. Where applicable, the funding release date will be stated in the outcome letter. It is the school’s responsibility to inform parents of the outcome.

Appendix 2  
**INCLUSIVE SCHOOL EVALUATION FORM (ISEF)**

FOR ISF Funding Review Only

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**Please Note**

* For a review, it is not usually necessary to attend panel. However, please ensure that you submit enough evidence to support your application for continued funding, including an up to date costed provision map and any new reports from outside agencies.
* If there has been a change in the level and/or type need and you feel that you need significantly more funding, please contact the ISF panel via the ISF inbox for advice prior to submission as you may be asked to present the review in person.

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Name** |  | Date of Birth |  |
| School/Setting |  | | |
| SENCo |  | | |
| *Review Date* |  | | |
| *Review number* | 1st Review  2nd Review  3rd Review 4th Review | | |

**Progress made towards outcomes (these should match Outcomes from the original application; (Please add rows, as required, to represent all outcomes specified on the original application)**

|  |  |  |
| --- | --- | --- |
| Outcome | Rating progress towards outcomes  *1 – fully met*  *2 – Partially met*  *3 – Not met* | Evidence required:  (Progress Data - Assessments, standardised scores, teacher comments, etc.) |
| 1. | 1  2  3  *(Please circle)* |  |
| 2. | 1  2  3  *(Please circle)* |  |
| 3. | 1  2  3  *(Please circle)* |  |
| **Please summarise progress towards enabling the young person towards greater independence** | | |
|  | | |
| **Parent / Carer’s view** | | |
|  | | |
| **Pupil’s views** | | |
|  | | |

**ISF Review Funding**

If there has been a change in the level and/or type need and you feel that you need significantly more funding, please contact the ISF panel via the ISF inbox for advice prior to submission as you may be asked to present the review in person.

When requesting repeat funding, you must provide evidence of the following:

* How you have already spent the £6000 Notional Budget
* Specific information regarding provision that is matched to identified outcomes
* How you intend to use any additional funding provided

You may submit your own school paperwork to evidence this or alternatively the ISF provision map below can be used.

To complete the ISF provision map, please right click on the image of the Excel document below and select:

*Object > Open*

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|  |
| --- |
| **This form has been completed by:** |
| **Name: Job Title:**  **Signed**  **(Head Teacher / Owner / Manager / Principal): Date:**  **Signed**  **(SENCo): Date:** |
| **Parent/Carer Signature(s)** |
| Please tick:  I confirm that my child’s educational setting has discussed this review with me and I have been fully informed in the decision to refer my child to the Inclusive School Forum.  I have received a copy of the information guide for parent/carers about the Inclusive School Forum.  I have received a copy of all the information that the school will submit to the Inclusive School Forum.  **Signed: Date: (Parent/Carer)**  **Signed: Date: (Parent/Carer)**  Privacy Notice under the Data Protection Act  *Telford & Wrekin Council are collecting Personal Identifiable Information to enable the best possible advice and support to be provided and to meet the statutory requirements under the Children and Families Act 2014. We need to collect this information in order to consider your request for an Education Health Care Needs Assessment. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) (c), Article 6(1)(e) and Article 9(2)(g).*  *Telford & Wrekin Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. However, this information will be shared within Telford & Wrekin Council and partners agencies (Department of Education, NHS, Schools/settings, and Early Years providers) solely for the purpose of providing support to you and your family. For further details on the council’s privacy arrangements please view the privacy page on the council’s website page* [*http://www.telford.gov.uk/terms*](http://www.telford.gov.uk/terms) |

Please return this form electronically to [inclusiveschoolforum@telford.gov.uk](mailto:inclusiveschoolforum@telford.gov.uk)

The school will always receive notification of the outcome of the request for AIF funding within 10 working days of attending panel. Where applicable, the funding release date will be stated in the outcome letter. It is the school’s responsibility to inform parents of the outcome.

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Appendix 3  
**INCLUSIVE SCHOOL FORUM  
Information Guide for Parent/Carers**

***What is the Inclusive School Forum?***

The Inclusive School Forum is a meeting of school professionals including head teachers and SENCos who have expertise in special educational needs. It has been developed for all schools in Telford and Wrekin so that they are able to get advice and guidance from each other about how to meet children’s needs effectively.

In addition schools can ask the Inclusive School Forum for funding to support children’s complex SEND. This is known as Additional Inclusion Funding or AIF for short. Many parents say they have long waits to access support some of which have been only accessible with an Education, Health and Care Plan. There will be no need for a child to have an Education, Health and Care Plan to access funding (AIF) from the Inclusive School Forum. One aim of the forum is to provide funding much earlier so that children’s needs can be supported quickly.

Schools must work with parent/carers, children and young people in a person centred way, including you in the application and review process.

*Which children can be discussed at the Inclusive School Forum?*

* Children and young people of primary and secondary age including those at academies.
* Where funding (AIF) is being requested for a child they must have a Telford and Wrekin address.
* The child or young person will have significant barriers to learning that require support above what is already allocated in a schools budget.
* Funding (AIF) is allocated to the individual pupil, if the pupil moves school the funding is transferred if appropriate.
* If you currently have, are applying for, or going through the EHC process then you are not able to apply for funding from the School Inclusion Forum at the same time.

***What happens at forum?***

Once an application has been accepted the SENCo of your child’s school will discuss your child with the forum. Forum meets once a month and a number of children are discussed from schools across Telford and Wrekin. The members of forum understand that all information shared about your child is to be kept confidential. Where members feel there is a conflict of interest, for example they are aware of the child outside of work, then they will leave the forum while the child is being discussed.

Schools may not always receive funding (AIF) following attendance at forum. Some schools will only want some advice and guidance whereas others will seek funding (AIF). Where funding (AIF) is not agreed the school will be given some next steps to consider. When the school are making an application for the Inclusive School Forum they must talk to you so you know what they are asking for.

***What support can funding (AIF) be used for?***

* Requests need a clear rationale and based on specific outcomes.
* This may include, but not limited to, support services, therapy, positive play and or teaching assistants to provide specific learning programmes.
* Support must be appropriate for the child or young person to meet the individual child’s identified needs.
* Schools must record the provision they put in place using an Inclusive School Provision Plan (ISPP).

***How are parents/carers, children and young people involved?***

Parents and carers should be involved in the whole process. Schools should talk to you about the support already in place and what they are proposing when requesting support from the Inclusive School Forum.

Schools will consult with parents and carers on the proposed support requested. You should contribute to and have a copy of the Inclusive School Provision Plan that is put in place.

The form for parents/carers, children and young people should be filled out in a person centred way.

***How is support from the Inclusive School Forum requested?***

Schools can apply using the templates and forms they have been provided with.

Schools are expected to involve parents/carers, children and young people before, during and after the application. Your views are recorded and returned with the application.

Schools will feedback the outcome of discussions at forum with you. Where funding (AIF) is agreed this will be available to schools within 10 working days.

Parents/carers will also be notified of any funding that has been agreed by post of email from the Local Authority who hold the budget.

Schools must review the Inclusive School Provision Plan (ISPP) with parents/carers before the date funding is due to cease.

Allocation of funding (AIF) is early support; therefore support should start immediately after it has been provided to schools.

***Who to contact?***

If you think your child would benefit from the scheme contact your school’s Special Educational Needs Coordinator (SENCo) or Headteacher who will be able to provide further information.

You can also look at Telford and Wrekin’s Local Offer for more information [www.telfordsend.org.uk](http://www.telfordsend.org.uk)

If your child is accessing the scheme and you feel support is not appropriate you can talk to the SEND team within the Local Authority who are able to advise you on 01952 381045 or alternatively you can talk

to IASS (Independent Advice Support Service) on 01952 457176

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Appendix 4  
**INCLUSIVE SCHOOL FORUM  
The Graduated Response to meeting Special Educational Needs**

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and where necessary improving teachers understanding of strategies to identify and support vulnerable children and young people and their knowledge of the SEN most frequently encountered.

Where a child or young person is identified as possibly having SEN, settings are expected to adopt a graduated response following the Assess, Plan, Do and Review cycle.

Where a child or young person is identified as having SEN, the setting should take action to remove barriers to learning and put effective special educational provision in place. This SEN support should take the form of a four part cycle, through which earlier decisions and actions were revisited, refined and revised with a growing understanding of the pupil’s needs and of what supports the pupil in making good progress and securing good outcomes. This is known as the ‘graduated approach’ and is shown in figure 1.

Figure 1 – The Assess, Plan, Do, Review cycle

**ASSESS**

A problem has been recognised. A baseline has been collected to show where the child is now.

**REVIEW**

Child’s skills are checked

1. Has the child made progress from when the baseline was collected?
2. Where is the child in comparison to the expected attainment for their age?



**PLAN**Intervention (known to work) is determined and proposed outcomes (i.e. what you skills the child will achieve) are developed. The length of time that the intervention will run  
is determined.

**DO**Intervention is put in place and tweaked as required.

The graduated approach draws on more detailed approaches, more frequent review and more specialist expertise in successive cycles in order to match interventions to the SEN of the child or young person.

**There are 5 key ingredients to evidence a ‘high quality’ graduated response.**

1. Individual learner support plans/provision maps show ‘waves’ of support that feature assess, plan, do review cycles at universal (element1), targeted (element 2) and specialist (element 3) levels. There is not a specified amount of cycles or a set timeframe before a request for AIF can be made, although in the majority of cases a number of successive cycles is expected.
2. Within individual learner support plans/provision maps there are clear targets with well-defined outcomes. These are articulated using SMARTA (Specific, Measurable, Achievable, Realistic, Time, Agreed) principles. A baseline must be included so that the starting point of the child or young person is known and evaluation should focus on progress made from that starting position.
3. Outside agencies have contributed over time throughout APDR cycles and their involvement is clearly evidenced.
4. Progress data is provided over time and clearly shows where the child is currently attaining and how that compares to the expectation for children of the same age.
5. Person-centred approaches have been used throughout cycles of APDR. Individual support plans/provision maps show that children and parents have been involved in target/outcome setting and their views and wishes are represented.

**Use of outside professionals**

The use of outside professionals within educational settings are critical to supporting children and young people with special educational needs both in terms of early intervention, building capacity and the provision of specialist advice for those learners who require cycles of APDR.

The Code of Practice 2015 highlights that establishments are likely to need to commission these services directly and that such services include, but are not limited to, Educational Psychologists, Specialist learning and behaviour support services and teachers of Hearing/Visual Impairment. This may also include therapists such as speech and language therapists, occupational therapists and physiotherapists.

In Telford and Wrekin there is a changing culture away from a traditional expert   
model of delivering services by educational professionals (where one-off assessments and standalone reports have been completed) to actively contributing to cycles  
of APDR. Evidence that Indicator 3 has been met will include **meaningful** contribution   
of appropriate professionals, relevant to the child or young person’s need, and   
that recommendations have been put in place and reviewed over time

**Provision**

Settings must provide evidence that they have contributed to additional needs, including the Pupil Premium (if appropriate) to provide target programmes, support and resources that are unique to the child individually or in a group environment. Schools are expected to fund up to £4000 from their base budget for the provision of high quality differentiated teaching (element 1) and an additional £6000 from their notional SEN budgets (element 2) to support their graduated approach as specified with section 11 of the [Schools and Early Years Finance Regulations, 2021.](https://www.legislation.gov.uk/uksi/2021/59/contents/made)

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Appendix 5  
**INCLUSIVE SCHOOL FORUM  
Forum members for 2023/24 academic year**

**Alison Prosser,** Assistant Vice Principal, Charlton School, (Co-chair of forum)

**Lucy Evans,** Director of Inclusion, Telford Langley School (Co-chair of Forum)

**Dan Roycroft**, Headteacher, HLC Secondary

**Alison Ashley,** Director of Special Education, Learning Community Trust

**Clemency Price**, Vice Principal, Haberdashers Abraham Darby

**Laura Goodfellow**, SEND Group Manager, Local Authority

**Angela Denton**, LSAT Team Lead, Local Authority

**Alexandra Taylor,** Specialist Outreach Teacher, Southall School

**Jeanette Furlong,** Senior Deputy Head, Madeley Academy

**Anya Brodie,** Deputy Headteacher, The Telford Priory School

**Emma Rennie-Gibbons,** Headteacher, Kickstart Academy

**Members of the following teams/services may attend if staffing levels allow:**

* Behaviour Support Advisory Team (BSAT)
* Educational Psychology Service (EPS)
* Bee-U

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Appendix 6  
**SECONDARY INCLUSIVE SCHOOL FORUM  
Terms of Reference for Forum Members**

**General**

1. The name of the forum will be the Secondary Inclusive School Forum (ISF)
2. The forum will be chaired by Lucy Evans (Director of Inclusion, The Telford Langley School) and Alison Prosser (Assistant Vice Principal for Inclusion, The Charlton School)
3. The forum has been created, in response to SEND changes nationally and promotes the key principles underpinning the Children & Families Act 2014 and the new 2014 SEND Code of Practice.
4. The forum will consider applications for advice and guidance and / or Additional Inclusion Funding. (AIF) The forum will also consider requests for Special School Outreach support.
5. The forum will only consider requests for AIF funding children without an Education, Health and Care (EHC) plan. Requests for advice, guidance and Outreach can be requested for all children with SEND.

**Function of the forum**

1. The forum will provide advice and guidance to schools, provide support and challenge and signpost to services.
2. To decide whether the child meets the criteria for AIF, determined by the quality of the graduated approach and provide the banding level appropriate to meet the child needs.
3. To support the inclusion of children and young people with SEND in schools and through transition into secondary school.

**Confidentiality**

1. All members of forum must ensure that information, which has been shared or discussed at the meeting, is treated as strictly confidential in accordance with the Data Protection Act, 1998.
2. No details of individual cases, or forum discussion, should be discussed or continued outside the meeting on the day of the discussion, or at any other time.
3. It is the responsibility of forum members to raise any potential conflict of interest as appropriate.

**Operational Principles**

1. Forum members must endeavour to attend all meetings to discuss cases.
2. The forum will meet up to 6 times a year.
3. A forum member will only be considered to have a “conflict of interest” if the request is from the same school, if they have a financial interest in the application or know the child/family personally. In this instance we would request that the member leave the room at the point of decision making.
4. The forum can only be held if there is a quorum of 5 (minimum) including school representatives covering secondary, academy and special schools. In addition, at least one chair and a representative of the Local Authority (which cannot be the Coordinator) must be in attendance.
5. All forum members are expected to have read through the cases in preparation for the meeting.
6. Applications to the forum will be administered by the Local Authority (SEND coordinator/Administrator).
7. The forum will communicate their decision on funding in an outcome letter from the local authority within 10 working days of the forum.
8. The forum does not operate a formal appeals procedure. However, professionals can seek information from the forum as to why certain decisions have been made at any time, if these are not sufficiently clear in correspondence.

September 2023

Appendix 7  
**INCLUSIVE SCHOOL FORUM  
Checklist and Presentation Guidance**



**Before sending in your application please ensure you can answer ‘*yes’* to the following questions:**

* Have gained parent/carer consent and have parents/carers signed the form?
* Have you provided **all** required forms?
* Does your application show evidence of a graduated response?
* Have you provided evidence of working with outside agencies?
* If requesting AIF funding, have you provided evidence of how you have already spent (or nearly spent) the notional budget of £6000?
* Have you provided a costed provision map?
* For a review, have you included the ISEF form, a costed provision map and evidence of progress towards outcomes?

**Presentation Guidance**

You will have a maximum of 10 minutes to both present your application and for discussion with/questions from the panel.

Please keep your presentation to a maximum of 5 minutes to ensure there is enough time for questions and discussion.

The panel members will have read your application documents prior to the meeting therefore it is not necessary to repeat everything that you have already submitted.

**If asking for advice and guidance only, please focus your presentation on the following points:**

1. What are the child’s presenting needs?
2. What provision is already in place, how does it address the child’s identified outcomes and what has the impact been?
3. Be specific about what advice and guidance you need and what you hope to achieve.

**If requesting AIF and/or Outreach, please focus your presentation on the following points:**

1. What are the child’s presenting needs?
2. What provision is already in place, how does it address the child’s identified outcomes and what has the impact been?
3. What evidence are you providing of how have you already spent (or nearly spent) the notional budget?
4. How have you demonstrated the graduated response?
5. How have you utilised advice from outside agencies?
6. Why do you need AIF/Outreach and what do you hope to achieve with it if successful?



Appendix 8  
**INCLUSIVE SCHOOL FORUM  
Satisfaction Survey**

How was it for you?

The Inclusive School Forum has been created to offer school to school support to meet children’s Special Educational Needs.

1. **Did you come for panel to seek (tick all that apply)?**

|  |  |
| --- | --- |
| Advice and guidance |  |
|  |  |
| AIF funding |  |
|  |  |
| Outreach |  |

1. **Overall how was your experience of the forum on a rating scale from 1 to 4?**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |
| Needs Improving | Satisfactory | Good | Outstanding |

Please provide your reasoning for this score

|  |
| --- |
|  |

1. **Did you find it helpful to ‘present’ your child in a trio at forum?**

|  |  |  |
| --- | --- | --- |
| YES | NO | Why? |

1. **Did you feel listened to by forum members?**

|  |  |  |
| --- | --- | --- |
| YES | NO | Why? |

1. **Did you feel you went away with some new actions to take forward?**

|  |  |  |
| --- | --- | --- |
| YES | NO | Why? |

1. **Would you recommend attendance at forum to a colleague in another school?**

|  |  |  |
| --- | --- | --- |
| YES | NO | Why? |

1. **Any other comments?**

Participants will be asked to complete this satisfaction survey after attendance at the Inclusive School Forum.