



**Guidance on requesting a Pupil Funding Agreement**

1. **Overview**

**1.1** PFA is a system of funding pupils with additional Special Educational Needs without the necessity for an EHC Needs Assessment. It has been successfully operating in Wirral for those CYP with ASC and is now being extended for all areas of SEN/D.

**1.2** It is for pupils who have a higher level of need than would normally be provided through Element 2 Funding.

**1.3** It aims to provide a consistent and coherent method of providing funding to schools quickly in order that pupils’ needs can be met more effectively. However, it is important to state that schools need to ensure that they can evidence that they have attempted to meet pupil’s needs with their delegated resources before a PFA can be requested.

**1.4** The process is managed by the SEN team at Hamilton.

1. **Evidence**

The evidence is scrutinised with regard to the following criteria.

**2.1** The SENCO has organised / undertaken more specialist assessment using tools (preferably standardised) relevant to the CYP’s needs.

**2.2** The SENCO has sought additional specialist advice relevant to the CYP’s needs and if not they have indicated why.

**2.3** There is significant differentiation, relevant to the CYP’s areas of need, to promote progress and access to the curriculum. This has continued for a reasonable period of time (usually regarded as two terms).

* 1. There is a continuation of targeted, evidence based and well-founded interventions, relevant to the CYP’s needs.
	2. Both the differentiation and intervention reflect the specialist advice received and both have been implemented for a reasonable period of time (usually regarded as two terms).
	3. There have been regular reviews of the CYP’s progress in response to the above specialist advice, differentiation and intervention.
	4. Where progress has been made it has only been as the result of much additional intervention and support over and above that which is usually provided (Code p.146).
	5. The Plan, Do and Review cycle has been adhered to and despite the substantial adaptations made, it is evidenced that a higher level of support / provision is needed to meet the needs of the CYP and promote progress.
	6. The Element 2 funding has been fully utilised (costed provision map).
	7. The HT in consultation with the SENCO/CT, provides a description, in the context of their own school, how PFA will promote the progress for the CYP.
	8. SENCO provides evidence of the involvement of CYP’s parents / guardians.
1. **Requesting a PFA**

All requests for PFA will be considered by the SEN team at Hamilton. Requests must include a completed PFA Request Form and accompanying evidence.

If the team agree that the provision to meet the pupil’s needs exceeds that usually available to mainstream schools (5 monetary units) additional monetary units of resource will be provided to supplement the provision made by school.

If the team refuse the request you will be notified in writing and given the reason/s why.

1. **The Agreement**

If additional funding is agreed the Authority will issue a Pupil Funding Agreement. A copy of this will be sent to parents and school.

The funding will be conditional upon the school making the provision specified in the agreement. The monitoring arrangements are specified in the agreement.

* The PFA will be reviewed at least annually by the school. Requests for amendments to the PFA and/or changes to the provision will be returned to the SEN team at Hamilton for further consideration. Failure to provide an annual review will result in the PFA being suspended. If schools are going to request major amendments to the PFA the SEN team at Hamilton should be invited to the review.
* The PFA will remain in place and provide additional funding for as long as the evidence indicates that the pupil’s needs remain significantly greater than his/ her peers. The additional funding is necessary to ensure the CYP continues to make progress towards meeting their outcomes.
* PFAs for pupils whose progress indicates a reduction in the level of support to a level of 5 units or less will cease.