

Element 3 Funding

Guidance and Frequently Asked Questions

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1. An overview of the Revised Element 3 Funding Process

1.1 Introduction and overview

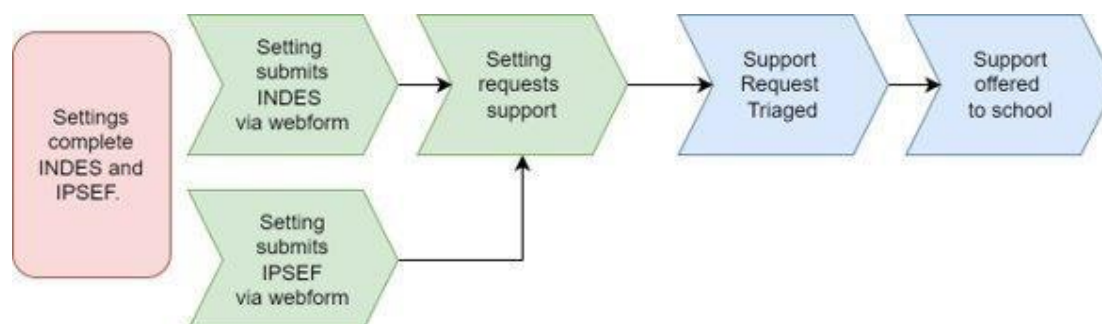
Element 3 (E3) funding, sometimes referred to as ‘top-up’ funding is the funding required over and above the core funding (elements 1 and 2) that a school or college receives to enable a pupil or student with high needs to participate in education and learning. Element 3 (or top up) funding applies to pupils with high needs. Pupils with high needs are those who have additional support assessed by the local authority as costing more than £6,000 per annum.

1.2 The revised E3 funding process

After a period of transition across the Autumn and Spring terms 2022/2023, the revised process has now fully replaced the previous procedure. This document explains the revised process in more detail and addresses some frequently asked questions.

1.3 Requesting support (which may include Element 3 funding) for a CYP

This flow chart breaks down each step of the revised process.



To access support for a child or young person with SEND, settings will need to:

- submit an INDES (Identification of Needs Descriptors in Education Settings) using the webform, select request support and upload supporting information. This will give the context of the child’s needs.
- submit an IPSEF (Inclusion and Provision Self-evaluation Framework) using the webform and upload a whole setting costed provision map. This will provide the setting context.

As we all know, education settings in Norfolk vary greatly in terms of size, location, environment and the amount of funding they already receive, which is why it is important that these factors are taken into consideration.

INDES submissions for CYP with high needs (SEN Support or EHCP) will need to be made when:

- the CYP is new to the setting OR
- when a CYP's needs have changed significantly

1.4 Support for SEND triage

When an INDES submission is received and the setting has requested support via the webform, the Support for SEND Triage (SST) process is engaged. The SST process reviews whether the iLevels (from the INDES submission) are aligned with the information submitted.

Once the submission has been processed, the setting will receive feedback from a panel of SEND professionals within Norfolk County Council, which will range from individual, holistic advice and signposting to additional funding – it may also lead to an offer of support from a SEND Adviser if wider, more strategic SEND cohort advice is appropriate.

Settings can request support at any point in the term.

1.5 Funding allocations and revised funding bands

The INDES submission may generate a funding band. This funding band is generated from the statements selected and INDES iLevels (not decided at triage.)

Band	Annual allocation	Total per individual (including Notional contribution)
1	£1,350	£7,350
2	£2,240	£8,240
3	£4,044	£10,044
4a	£8,000	£14,000
4b	£12,000	£18,000
4c	£16,000	£22,000

Funding bands are allocated to individual CYP who have high special educational needs and are used in conjunction with the school's contribution of the initial £6,000.

Please note – from financial year 2023/2024 onwards, we will only process requests for support that are submitted before **31st January** each financial year, meaning, any requests received from 1st February will not be processed until the new financial year and allocated from the summer term onwards. This is to ensure we can feedback to settings, so they have SEND funding information when setting budgets.

Funding will be allocated from the term in which the INDES was submitted. (Except Spring term submissions 31st January as detailed above.) Settings will then receive a full year's allocation unless communicated otherwise.

1.6 Year R Bridging Fund

As Year R has been a particular pressure point for all involved, Learning and SEND have developed a transitional “Bridging Fund” for YR entrants into mainstream settings with high needs.

The Bridging Fund will be automatically allocated to those children:

- who have complex or medical needs and are currently funded at the higher rate in their early years setting.
- Who have an EHCP
- Who have a “yes to plan” Education Health and Care needs assessment request decision during the Summer term 2023

The Bridging Fund will enable schools to get to know the children and determine whether submitting an INDES is appropriate.

The fund will be automatically allocated for two terms (autumn 2023 and spring 2024) and equates to **£3,962.27**. This is on top of a setting’s notional contribution to a child’s SEN provision which, for two terms, is £4,000. INDES should then be completed for these children by 31st January 2024. This will allow settings time to get to know the child and their needs.

Please note – from financial year 23/24 onwards, we will only process requests for support that are submitted before **31st January** each financial year, meaning, any requests received from 1st February will not be processed until the new financial year and allocated from the summer term onwards. This is to ensure we can feedback to settings, so they have SEND funding information when setting budgets.

Bridging funding will be allocated once it is confirmed that the CYP is on roll at the school. The Bridging Fund will be allocated in October and November 2023.

If a CYP with high needs is not eligible for the Bridging Fund, feeder and receiving settings can work together as part of the transition process to complete an INDES ahead of September should they wish, with the receiving setting submitting the INDES via the webform from September 2023 when the CYP is on their roll.

1.7 Internal/External Moderation

To ensure the data produced from INDES submissions is robust, it is recommended that settings carry out their own internal moderation. In primary settings, once teachers have completed INDES, SENDCos could bring staff together to discuss the decisions made and come to a consensus as a team. One secondary school did this through departments, with the SEND team having a final view on decisions, adding a further layer of rigour to the data.

Ideally, external moderation between settings in a local area or Multi-Academy Trusts could take place which would be particularly valuable for transition.

1.8 Support and Guidance

Mailbox support:

- SEND Support: inclusionandsend@norfolk.gov.uk
- Element 3 Funding: element3funding@norfolk.gov.uk
- INDES and IPSEF support: indesipsefsupport@norfolk.gov.uk
- Payment Queries: budgetshare@norfolk.gov.uk

Webpages:

- [SEN funding for schools - Norfolk County Council](#)
- [High needs Element 3 funding - Schools \(norfolk.gov.uk\)](#)
- [Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](#)

Resources and guidance are available on the Identification of need and inclusive provision webpages on the Schools and Learning Providers website, including:

- Recording of the Revised Element 3 funding training session (June 2022): <https://vimeo.com/727092653>
- INDES IPSEF implementation guide: [INDES IPSEF Implementation Guide on Vimeo](#)
INDES/IPSEF complete webform and supporting documents. [Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](#)

2. Frequently Asked Questions (FAQs)

2.1 Element 3 Funding Training and support

Where can I access training and support?

Resources and guidance are available on the Identification of need and inclusive provision webpages on the Schools and Learning Providers website, including:

- Recording of the Revised Element 3 funding training session (June 2022): <https://vimeo.com/727092653>
- INDES IPSEF implementation guide: [INDES IPSEF Implementation Guide on Vimeo](#)

INDES/IPSEF complete webform and supporting documents: [Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](#)

A termly E3 funding workshop (twilight session) is offered by the Learning and SEND team. Regular updates on E3 funding processes will also be presented as part of the termly SEND Forums. Booking information for all the training can be found here: [Global Search | Norfolk Services for Schools](#)

I attended the training, but I still have some questions. What can I do?

Attend a SEND surgery session. These are short slots with advisers from Learning and SEND. Surgery sessions are offered each term and provide an opportunity for settings to ask questions and access bespoke support. Details of the sessions are communicated through the ecourier. Places can be booked through: [Training & Events | Norfolk Services for Schools](#).

What do I do if I need further support after attending a SEND surgery?

Contact the team via the Inclusion and SEND mailbox:
INDESIPSEFsupport@norfolk.gov.uk

2.2 The E3 funding process

How is the revised process simpler than the previous process?

Settings do not need to apply repeatedly each term. Unless a CYP's needs change significantly, settings will only need to submit an INDES once. The INDES data will inform EHC referrals and access to a range of support and services, including funding.

Do CYP who were funded under the previous processes continue to be funded?

Rollover funding for CYP with high needs who were already funded via the previous process ceased in Spring 2023. For these CYP to access funding after Spring 2023, settings will need to complete and submit INDES for these CYP using the webform and an IPSEF for setting context.

What do I need to do for new entrants to the setting with high needs/new submissions?

Complete an INDES for new submissions using the webform.

Ensure you have robust information from transition conversations with feeder settings. Check if they have already completed INDES for the CYP.

What is happening about Exceptional Circumstances Funding? (ECF)

ECF was phased out over 2022. It has been replaced by the new bands 4a-4c.

Does the revised system cover the costs of 1:1 support, if required?

The highest banding settings can receive for a CYP is 4c which is £16,000. Alongside the SEN notional budget of £6,000 this provides a total of £22,000 to support settings to ensure that the right support is in place to meet need.

How does the YR bridging funding work?

The bridging fund will be automatically allocated to those children who have **complex or medical needs** and are currently funded at the **higher rate** in their early years setting.

INDES should then be completed for these children **by the end of January 2023**. This will allow settings time to get to know the child and their needs. Please note that any funding allocated via an INDES which is submitted after January 31st 2023 will be processed after April 1st in the new financial year.

What do we do if we have a child coming into YR with high needs who has not previously attended a setting/is not in receipt of high needs SENIF (SEN Inclusion) Funding?

When the CYP is on your roll, submit an INDES based on information from transition discussions with the Nursery setting (uploading the EHC plan, latest annual review or SEN Support plans as supporting information) and request support.

What do I need to do if CYP funded are leaving the setting?

Leavers at phase transfer will be taken off the system automatically (e.g., Y2, Y6, Y11). If CYP that are funded leave midyear, use the INDES webform and select “CYP left setting.”

If a CYP no longer requires SEN support, but has an INDES submission, what should we do to remove them?

Use the INDES webform and select “CYP no longer requires SEN support.”

The INDES webform asks about data protection. Do we have to send out information to families before we share information?

This should already be covered within a setting’s existing privacy policy. However, it is best practice to let families know that information is being shared.

An information leaflet for families is available here: [Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/inclusive-provision-schools)

Who should complete the INDES?

Teachers should complete INDES, with guidance and support from the SENDCo. Best practice would be to build this into CPD for teachers in the autumn/spring terms, if they are not already familiar with completing the INDES.

Do we need to resubmit INDES every year?

No. INDES only need to be resubmitted using the webform if there are significant changes to the needs of a CYP. If needs have changed significantly, an updated INDES should be submitted using the webform. Or if a child or young person leaves the setting

It is good practice to review INDES regularly as part of the setting’s cycle of asses, plan, do, review.

We submitted an INDES but forgot to request support. Do we need to resubmit?

If the INDES submitted still reflects the needs of the CYP accurately, please email INDESIPSEFsupport@norfolk.gov.uk and explain you would like to “request support” for the INDES submission.

Do settings need to submit INDES for all CYP with SEND even they do not wish to access support, as needs are being managed?

It is best practice to complete and submit INDES for all CYP with SEND as this provides a clear overview of the profile of need within your setting. It also helps us understand the needs of all children in Norfolk and what schools require to meet that need so we can tailor our support, tools and guidance accordingly. Only those INDES requesting support will go through to the Support for SEND triage.

Do we need to complete INDES for CYP with an EHCP?

Yes. Completion of INDES will enable the setting to request support, including funding, to deliver the provision specified in the plan.

Do CYP with an EHCP automatically receive funding without an INDES submission?

No. The process for requesting support (which may include funding) is the same for CYP with an EHCP and for those at SEN support.

What happens for CYP receiving Element 3 who are accessing a Reduced Timetable?

Funding bands are based on full time attendance and will be allocated pro-rata in those very exceptional circumstances where a CYP is not accessing a setting full time on a temporary basis. Where a reduced timetable is in place, please contact element3funding@norfolk.gov.uk so that these cases can be reviewed individually. Ensure that you are following guidance as well as following [guidance on the use of part-time timetables](#).

We have used a paper version of the INDES. Have there been changes and how do we make sure we are using the most recent version?

The most recent version of the INDES is on the website: [Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](#) Please refer to the website to ensure you are always using the most up to date version.

Is it possible to see a full version of the web form before we start it?

The INDES compete webform is available here: [Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](#)

What information needs to be submitted with the INDES?

A SEN support plan (clearly evidencing the APDR cycle) is mandatory. An EHCP and latest annual review paperwork should also be uploaded if the CYP has an EHCP. These documents can be uploaded as part of the webform completion. If applicable, settings can also upload an Individual Health Care Plan or Positive Behaviour Support Plan.

In the future, will the needs descriptors transfer to new settings with the children e.g., from Y2 to Y3, from Y6 to Y7? Will we be able to see old versions?

For Phase transfer from Infant to Junior settings, allocated funding will roll over automatically once it has been confirmed that the CYP is on roll at the new setting. For all other Phase transfers, the new settings should complete an INDES and request support (if appropriate) once the CYP is on their roll. Feeder settings will be able to share these as part of transition conversations.

We would like to do a ‘test run’ of an INDES and IPSEF submission. How do we do this?

Settings can use the links below to complete test submissions to familiarise themselves with the webforms:

INDES test link <https://norfolkcc-self.sandbox.achieveservice.com/service/INDES>

IPSEF test link: <https://norfolkcc-self.sandbox.achieveservice.com/service/IPSEF>

2.3 IPSEF (Inclusion and Provision Self-evaluation Framework)

What is the IPSEF?

IPSEF provides the setting context. It is a self-evaluation tool which demonstrates a settings capacity to meet need. For further information, read the IPSEF implementation guide on the INDES and IPSEF webpages: [Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](#)

Who should complete the IPSEF?

Senior Leaders should complete the IPSEF.

When does the IPSEF need to be completed?

We recommend that the IPSEF is completed annually as part of a setting’s self-evaluation and development planning cycle.

What supporting information do we need to submit for the IPSEF?

To provide additional contextual information, settings are asked to upload a costed provision map.

The Costed Provision Map is a live document which settings may adapt throughout the year to track the Notional SEND budget (Element 2) and Element 3 funding. It can be submitted either in the form of a projected Costed Provision Map or a final Costed Provision Map, depending on the time of the year the IPSEF is submitted. The setting can share an updated Costed Provision Map at any point of the year using the [Document Upload Webform](#) if the provision at the setting has changed, for example as the result of an in year admission.

Settings can also upload an Inclusion in a Nutshell. This is an optional document which settings can use however they wish. The document is fully editable so settings can choose which parts they would find useful, amending or adding information as they wish.

Editable versions of the nutshell proforma are available from the Inclusion and SEND SharePoint site: [Inclusion and SEND Learning Network - INDES and IPSEF - All Documents \(sharepoint.com\)](#) and the INDES IPSEF webpages: [Identification of](#)

[need and inclusive provision - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/need-and-inclusive-provision-schools)

If you require access to the SharePoint site, please request this by emailing the Inclusion and SEND mailbox: inclusionandsend@norfolk.gov.uk

Can I complete an IPSEF for a partnership of schools?

No. The setting context is unique to the individual setting and the IPSEF should be completed for each one.

However, MATs or Trusts could complete the IPSEF report for provision and use this to identify shared themes and priorities across groups of schools: [Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/identification-of-need-and-inclusive-provision-schools)

We want an overview of the school's current INDES and IPSEF data. How do we access this?

Email INDES IPSEF Support INDESIPSEFsupport@norfolk.gov.uk and we can send your school's report form the Inclusion and SEND Dashboard for INDES & IPSEF. We recommend requesting this once all (or the vast majority) of INDES have been completed.

