



SENA FUNDING – GUIDANCE ON CHECKING ON FUNDING

STEP BY STEP LOGIN

1. Login to <https://www.leicestershiretradedservices.org.uk/>
2. You should then Log in using your own user name and password.
3. Click on Resources on top tool bar
4. Click on Finance (scroll down the page to find it)
5. Click on High Needs Funding (scroll down the page)
6. Click on High Needs Funding spreadsheets
7. Password is first three letters of the month and last two digits of the year ie Sep20.

“Behaviour Partnership Spreadsheet”

- This contains details of all the full time packages agreed with Partnerships – the £25.5k allocations.
- these should match wording on the child’s EHCP
- they are paid direct to the partnership fund holding school. (If you change the fund holding school you might need to let SENA know – see email address)
- funding continues until the end of the key stage or until an annual review changes it

“Top Up Funding Spreadsheets.”

- These contain the allocations for Top Up Funding for schools.
- A child may not have an EHCP to receive this funding
- The funding is paid for the school year only and has to be claimed again if needed for the following year
- This is paid to the school. The partnership will need to collect this from the school with the average pupil cost.

“Schools funding spreadsheets”

- These contain EHCP based SEND funding to schools.
- Funding is granted when a school is making provision for the child that has cost it more than a notional £10k. (element 1 pupil based funding approx. £4k, element 2 school held SEND funds £6k) For example a child requiring 32.5 hours of support from a TA will get a payment from SENA to cover the salary cost of a TA above £10k per year.
- The funding is paid to the school. The partnership will need to collect this from the school. It will also need to ensure that any programme for the child meets the requirements of the EHCP.

Anything missing or any problems contact sena.finance@leics.gov.uk