

APPLICATION FORM – SPECIAL EDUCATIONAL NEEDS ALLOWANCE (SENA)

Continuity of Education Allowance (CEA) (SENA)

In line with JSP 752 Chapter 14 a 'Special Educational Needs Allowance (SENA) is available to service parents alongside 'Continuity of Education Allowance' (CEA) to contribute towards the support for service children with certain levels of additional need.

The application for CEA/SENA is through submission of this form to the Children's Education Advisory Service (CEAS) which is part of the MOD's Directorate for Children and Young People (DCYP). CEAS is responsible for the authorisation and monitoring of CEA/SENA. Contact details are:

Children's Education Advisory Service (CEAS),
Directorate Children and Young People,
Trenchard Lines,
Upavon,
Pewsey,
Wiltshire,
SN9 6BE.

E-mail: DCYP-CEAS-Enquiries@mod.gov.uk

Tel: Mil: 94344 8244 Civ: 01980 618244
Fax: Mil: 94344 8245 Civ: 01980 618245

CEA/SENA contributes towards the additional costs associated with a specific support plan for an individual service child who has a level of Special Educational Needs (SEN) which cannot reasonably be met within the expected resources of the school. The decision on behalf of the MoD as to what is 'reasonable' for a particular school to provide is made by CEAS staff who are professionally qualified and experienced in SEN. Should the school decide not to make 'reasonable adjustments' to accommodate a pupil with additional needs then advice and guidance to parents on the duties on schools under the Equality Act 2010 can also be also provided by CEAS.

It is expected that any service parent applying for CEA/SENA will be able to provide detailed school based information which demonstrates that the school have followed an appropriate response to identifying, assessing and providing for the pupil's special educational needs. Effective SEN provision can evidence a graduated response to the particular needs of an individual child. Provision should be transparent, for example described in writing, and any school should routinely work in partnership with service parents.

CEA/SENA is paid within a maximum rate outlined in JSP 752 and on a clear time limited basis. It is crucial that the link is established between evidenced SEN and a clear 'child specific' plan. Such plans are generated by the school and should be individually costed. School planning and the delivery of additionally funded support is reviewed against the individual progress and outcomes for that child.

Application for CEA/SENA can take up to approximately **12 weeks** to process, given the need at times to request further information and/or for specific assessments to be requested and completed before a decision on SENA can be made. Early application is therefore crucial and CEA/SENA cannot be backdated.

This SENA application form consists of 3 sections, on pages 3-9 (inclusive), and is only complete with the submission of all three sections together. The 3 sections are:

Section 1: General information – completed by parents.

Please complete general details about your child.

Section 2: Summary of Identified Needs – completed by school at request of parents.

Completed by the school (i.e. learning support co-ordinator, SENCo, Inclusion Manager, Principal Teacher for additional support needs, support for learning teacher etc.). This section should indicate assessments carried out in school alongside the details of the support provided from within the school's own resources.

Section 3: Targets and Plans – completed by school at request of parents.

Completed by the school who must then also monitor and review the plan on a regular basis.

In accordance **JSP 752 Chap 14 Sec 2 paragraph 14.0206 a. (3)** service parents must:

- a. ensure that the school has completed the attached sections 2 and 3 of this form which states what additional support they have already put in place, what additional provision they now propose and the detailed costs per session.
- b. provide a copy of your child's Education and Health Care Plan (EHCP) and annual review where appropriate.
- c. provide any existing Educational Psychologist (EP) reports, i.e. from a local authority or DCYP Senior EP. (N.B. the cost of EP reports will only be reimbursed if written authority has been granted by CEAS).
- d. provide any educational or medical reports obtained at the request of CEAS and/or any reports deemed relevant in the planning of any additional support.
- e. submit any other relevant information which would support your application.
- f. enclose a full copy of your most recent authorised CEA Eligibility Certificate.

Section 1 (CEA/SENA application) – to be completed by parent/s

GENERAL INFORMATION TO SUPPORT AN APPLICATION FOR CEA/SENA

Parents and Schools MUST read this form carefully and the guidance associated with it to ensure full understanding of the Allowance and the process

A. PUPIL DETAILS:			
Child's Full Name:		DOB:	
Family Name (if different):		Gender:	Male Female
Preferred Language:		Ethnicity:	
Present School/Setting:		Year Group:	
Start Date at present school:		Expected end date at present school:	
Previous Schools attended:		Years:	
Potential School /Setting (if applicable):		Start Date:	

B. PARENT/CARER DETAILS:			
Service Person's Name:		Rank:	
Relationship to child:		Service Number:	
Current Regt/Military /Unit Address:			
Expected date of next posting:			
Home Address:			
Email Address:			
Work Tel:		Home/Mobile Tel:	

SECTION 2 – SEN information to be completed by the school (i.e. SENCo etc)

C. SCHOOL DETAILS:			
Name of School:			
Address (including postcode):			
Telephone Number:			
Email:			
Name of staff member responsible for Learning Support:			
Boarding Type (please indicate):	Day Pupil:	Weekly Boarding:	Full Boarding:
Chronological Year Group:		Current Year Group:	
Previous records received:	Yes	No	(If 'Yes' then please describe the records that were available to you)
Brief History of identified needs (description will come later in the form):			
EAL (If appropriate) Language used:			
Specialist Agencies previously involved (E.g. CAMHs, Educational Psychology, medical professionals):			
Please indicate if any of these Plans are in place: EHCP (England)/ Coordinated Support Plan (CSP) (Scotland)/ Statement of Special Educational Needs (N Ireland)/ Individual Development Plan (IDP) (Wales)/ Service Children's Assessment of Need (SCAN) You <u>MUST</u> provide copies of relevant reports.			

SECTION 3

(To be completed by the School i.e. Learning Support Coordinator/SENCO/Support for Learning Teacher etc.)

E. PLAN FOR FUTURE SUPPORT:	
Please describe the strategies and resources required to achieve the outcomes in each area of need that is relevant to the needs of this pupil. These must be evidence based and directly linked to the plan that is specific to this pupil. Outcomes will be Specific, Measurable, Achievable (but challenging), Relevant and Time-limited). Describe in detail presenting needs and the proposed plan for future support.	
Please complete the area of need box/es appropriate to the pupil's needs.	
Area of Need: Cognition and Learning	
Expected Outcomes:	
Strategies and Resources:	
Review date:	
Area of Need: Communication and Interaction	
Expected Outcomes:	
Strategies and Resources:	
Review date:	
Area of Need: Social, Emotional and Mental Health	
Expected Outcomes:	
Strategies and Resources:	
Review date:	
Area of Need: Sensory and/or Physical Needs	
Expected Outcomes:	
Strategies and Resources:	
Review date:	

F. SUPPORT PROVIDED BY SCHOOL AND SUPPORT COSTS NOT MET BY THE SCHOOL:

Please identify which parts of the plan above are to be met from within the school's own reasonable adjustments and resources:

Please identify which parts of the plan above cannot be met by the school and which results in this application for additional funding. **Specific details as to any individual costs related to each element are required:**

Costs (this **MUST** be per session per subject and **NOT** banding or costs per term):

No	Term	Cost per session	Length of session (minutes)	Group session?	Number of sessions per term		
					<u>Literacy</u>	<u>Numeracy</u>	<u>Other (outline)</u>
e.g.	Spring	£18.50	30	<input type="checkbox"/>			1 - SALT
e.g.	Spring	£20.70	60	<input checked="" type="checkbox"/>		1	
1							
2							
3							
4							
5							
6							
7							
8							
9							

Additional information:

G. SCHOOL DECLARATION		
Name of member of staff :		Qualifications:
Role within School :		
<p>You may opt to electronically sign or provide a handwritten signature informing Consent. (Unsigned forms will be rejected).</p> <p>Option 1 - Electronic Signature:</p> <p>I agree that by typing my name and entering an X in the box marked 'Sign', I am electronically signing my application.</p> <p>Signature <input type="text"/> Sign <input type="checkbox"/> Date <input type="text"/></p> <p>Option 2 – Handwritten Signature:</p> <p>Signature: Date:</p>		

SECTION 4

SERVICE PARENT DECLARATION ON APPLICATION FOR SENA

H. The overall view of Parents / Carers and Child/Young Person
Parents' / Carers' View:
Date:
Pupil's View (as an age appropriate response to the plan):
Date:

I understand that it is my responsibility to submit all sections of this application form and agree to provide any additional requested information. I understand that the information will be held by CEAS until my child is aged 25, including in archives of records, for the purpose of any future review if required. I will liaise with CEAS and/or PACCC as requested and understand that CEAS may also contact the appropriate education/health authorities and/or social care departments to obtain information which may be required to enable a CEA/SENA decision to be taken. In doing so, CEAS may disclose only the information required to those departments so that they can in turn provide the information required for a decision on CEA/SENA to be made.
I hereby apply for CEA/SENA for my child.

You may opt to electronically sign or provide a handwritten signature informing Consent.
(Unsigned forms will be rejected).

Option 1 - Electronic Signature:

I agree that by typing my name and entering an X in the box marked 'Sign', I am electronically signing my application.

Signature Sign Date

Option 2 – Handwritten Signature:

Signature: Date:

Enclosure check list for parents before submission of the completed form.

All three sections of the SENA Application form (**with original parental signature on page 9 as well as a school signature on page 8**).

A copy of your child's Statement of SEN / EHCP / CSP / ISP/ SCAN and annual review (where appropriate).

Any existing Educational Psychologist reports, i.e. from a local authority or DCYP EP. (N.B. the cost of EP reports will only be reimbursed if they have been obtained at the specific request of CEAS).

Any educational or medical reports obtained at the request of CEAS.

Any other relevant information submitted in support of your application.

A FULL copy of your most recent authorised CEA Eligibility Certificate that has been downloaded from JPA

Once all the relevant areas have been completed please return pages 3 – 9 and any attachments to:

E-mail: DCYP-CEAS-Enquiries@mod.gov.uk

Postal Address:

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