

**LANCASHIRE VIRTUAL SCHOOL FOR CHILDREN LOOKED AFTER**

**Financial Year 2025-2026**

**CLA PUPIL PREMIUM GRANT – HIGH NEEDS FUNDING REQUEST**

Please provide a response to all questions to avoid delay with your request being considered/processed.

We are unable to process incomplete forms.

|  |  |  |  |
| --- | --- | --- | --- |
| School / Establishment  |  | LCC School number / DfE Number  |  |

|  |  |  |
| --- | --- | --- |
| Journal Transfer  | Cost Code:(Objective Code) | Subjective code:  |

|  |  |
| --- | --- |
| Bank A/C  | A/C Name: |
| Details | A/C Number: |
|  | Sort Code:  |

**High Needs Funding Support**

|  |  |
| --- | --- |
| Name of Child: |  |
| UPN: |  |
| Date of Birth: |  |
| Year Group:  |  |

|  |  |  |
| --- | --- | --- |
| SEN? | Yes [ ]  | No [ ]  |

If yes, please check the box(es) of which of the following apply:

|  |  |  |
| --- | --- | --- |
| **K (Element 2 funding)**Please provide further information below [ ]  | **SIA -Statutory assessment approved and in progress** Please provide further information below if coded **K**  [ ]   | **EHCP (element 3 funding)**Please provide further information below [ ]  |

**If K has been selected:**

|  |  |
| --- | --- |
| Please provide details how the notional SEND budget has been/will be used (this must be specific to this child and not generic) |  |

**If there is an EHCP please provide banding information below:**

|  |  |
| --- | --- |
| EHCP Banding |  |
| Please detail the use of the element 3 funding  |  |

Please indicate below how many previous high needs funding requests have been made for this child this school year (please tick):

|  |  |
| --- | --- |
| This is the initial request | [ ]  |
| This is the second request\*\*  | [ ]  |
| More than two previous requests have been made\*\* | [ ]  |
| Please list other HNF requests made by this setting in the last 12 months (including for other CLA) |  |

\*\* If this is not the first request for additional funding, the impact form must have been completed for the previous allocation(s) and is sent alongside this request.

**Further funding will not be approved unless this form is received.**

*Please note that high needs funding requests are for one off or short-term interventions. In line with other LCC protocols, we will only fund interventions for more than 1 term in the most challenging of circumstances. We will also take into account previous HNF applications for other CLA in your school.*

*The CLA will remain on the roll of your school.*

*We reserve the right to only consider proportional contributions towards the costs.*

*We will not backdate any requests for funding.*

For children with an EHCP, we will only consider a HNF request if it is an outcome of an Interim Annual Review for that child unless there are emergent exceptional circumstances.

For children without an EHCP – If you feel that more than one HNF is needed, please first consider whether it might be appropriate to request statutory assessment.

**Please provide details of how the termly Pupil Premium Grant+ for this child has been used in the last 3 terms (if appropriate) and how you plan to use it in the coming term**

**(this refers to the funding you have already received, or that you will receive on completion of a satisfactory PEP)**

|  |
| --- |
| *This is not the HNF you are requesting but the £550 delegated to schools each term upon successful completion of a PEP. This should be directly linked to the SMART targets in the child’s PEP.* |

**Reason(s) for additional funding request, including previous strategies, support and interventions used to meet the identified need(s)**

|  |
| --- |
| **You must provide detailed costings of your request and explain why this need cannot be met from PPG+, AWPU and notional SEN funding already allocated to this child.** |
| **Amount Requested (not including VAT)** |  |

**Please note High Needs Funding can only be applied for on a termly basis and within the financial year.**

I can confirm that the above cannot be met from schools' budget, any SEND budget received or PPG+

|  |  |  |  |
| --- | --- | --- | --- |
| Period from: |  |  To: |  |

|  |  |
| --- | --- |
| Signed(Headteacher) |  |
| Email |  |
| Date |  |

**Has this need been discussed with your Virtual School Education Consultant?**

**Yes** [ ]

**No** [ ]

**To be completed by the VS Education Consultant**

|  |
| --- |
| *To be completed by Virtual School Education Consultant upon submission. Please use the SMART targets on the PEP as a driver for your advice on whether this request should be approved or rejected.* |

**FOR OFFICE USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Approved for payment  | Yes | [ ]  | Amount awarded£ |
| No | [ ]  | Reason given |

|  |  |
| --- | --- |
| Signed(Virtual School HT) |  |
| Date |  |

Please return to Virtualschool@lancashire.gov.uk

**Please note this year's term dates are:**

Summer Term: 1st April – 31st August

Autumn Term: 1st September – 31st December

Spring Term: 1st January – 31st March

We hold a panel to discuss these requests fortnightly. Upon submission, your application will be sent to your Education Consultant for comments. Once these have been completed, the case will be reviewed at the next panel meeting. You will be informed of the outcome of your application after this panel.

**High Needs Funding Review Dates**

**Summer 2025**

|  |  |  |
| --- | --- | --- |
| School Submission Date 4pm  | ECs Completion Date 9am  | Review Meeting Date (VN & CP)  |
| 22/04/25  | 25/04/25  | 25/04/25  |
| 06/05/25  | 09/05/25  | 09/05/25  |
| 20/05/25  | 23/05/25  | 23/05/25  |
| 10/06/25  | 13/06/25  | 13/06/25  |
| 24/06/25  | 27/06/25  | 27/06/25  |
| 08/07/25  | 11/07/25  | 11/07/25  |
| 22/07/25  | 25/07/25  | 25/07/25  |

**Autumn 2025**

|  |  |  |
| --- | --- | --- |
| School Submission Date 4pm  | ECs Completion Date 9am  | Review Meeting Date (VN & CP)  |
| 09/09/25  | 12/09/25  | 12/09/25  |
| 23/09/25  | 26/09/25  | 26/09/25  |
| 07/10/25  | 10/10/25  | 10/10/25  |
| 21/10/25  | 24/10/25  | 24/10/25  |
| 11/11/25  | 14/11/25  | 14/11/25  |
| 25/11/25  | 28/11/25  | 28/11/25  |
| 09/12/25  | 12/12/25  | 12/12/25  |