**Terms of Reference**

**SEN Advice and Support Allocation Panel (SEN ASAP) (Tier 2)**

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| **Purpose** | Consider requests and allocate specialist staff to provide specialist advice and guidance to support mainstream inclusion within the graduated response to schools and settings.  To consider applications for Individual Pupil Support Funding. |
| **Chair** | Angela Gemmell, Manager SEND Outreach Service |
| **Membership** | Representatives from:   * SEND Outreach Service * Trinity Academy * Hadrian School * Sir Charles Parsons School * Schools (SENCO) * Educational Psychology Service * School Effectiveness SEN team * SEN SPoC Administrator * Early Help * Virtual School * SEND Finance |
| **Meetings** | Meets every 2 weeks during school term time |
| **Agenda items** | Requests for Involvement (RfI) from schools and settings, Applications for Individual Pupil Support (schools only - EY inclusion fund applications are considered at the EY Inclusion Fund Panel) |
| **Applications process** | Electronic for schools  Paper requests can be posted |
| **Address applications to:** | SEN ASAP admin  Library Block  Westgate Community College  West Road  NE4 9LU  Email: [SENASAP@newcastle.gov.uk](mailto:SENASAP@newcastle.gov.uk) |
| **Panel Processes** | * An agenda is circulated in advance of the Panel meeting. * The Panel needs to have clear evidence of the following: * Child/ young person’s special educational needs, * Implementation of Newcastle SEND Mainstream Guidance, or the Early Years Universally Available Guidance * Assess, Plan, Do Review approach outlined in the SEND Code of Practice. * In addition, for IPS funding applications, Panel needs to have evidence of how school’s notional SEN has been spent. * From September 2021 schools and settings need to submit a Newcastle SEND Support Plan * Cases are considered by the Panel on an individual basis and allocated to relevant personnel and/or funding is agreed. * Schools and settings are provided with other advice where appropriate. * The SEN ASAP Business Support records the recommendations of the Panel and drafts minutes. * Notification of decisions are provided to school/setting within 5 working days of the Panel meeting. * Evaluations and outcome measures including pre and post questionnaires are collected after an agreed period of time. |
| **Agreed actions** | The SEN ASAP support may involve some or, occasionally, all of the following:   * solution focussed consultation / facilitation with key staff, * guidance and specialist advice to key staff and senior leaders in school, * observation, * 1:1 assessment, * modelling * maintenance planning * support during transition between schools/settings.   All of this will involve the multi-disciplinary SEN ASAP team working alongside school and setting staff. The type and level of involvement will be decided on a case by case basis through the SEN ASAP Panel.  IPS funding is agreed for a time limited period for up to one year for a total of £5000. |

March 2021