

Step into School Funding Panel

Terms of Reference for Panel Members

General

1. The name of the panel will be the Step into School Funding Panel.
2. The panel will be chaired by the Education Quality Advisers (SEND & AP). Panel members will consist of the Early Years SEND Support Officers (EySSOs) and the Education Quality Improvement & Learning Co-ordinator (EQILC) in addition to the Education Quality Advisers (SEND & AP) and a member of the Business support team.
3. The panel has been created, in response to the Early Years Inclusion Funding (EYIF) ceasing at the end of a child's time in their Early Years setting and primary schools contacting the Local Authority about support for children with more complex needs who do not have an EHCP. The Early Years Step into School funding will support children with complex SEN transition into school. This will provide time for the completion of multi-disciplinary assessment (MDA) within the Child Development Centre (CDC) and allow the receiving primary school to build upon the initial graduated response started by the childminder, group or school-based setting through cycles of Assess-Plan-Do-Review creating a holistic picture of a child's needs.
4. The panel will consider applications for Step into School Funding.
5. The panel will only consider requests for children without an Education, Health and Care (EHC) plan.

Function of the panel

1. The panel will provide advice and funding guidance to mainstream Primary Schools.
2. To support the inclusion of children with SEND in their local community mainstream Primary School.

Confidentiality

1. All members of panel must ensure that information, which has been shared or discussed at the meeting, is treated as strictly confidential in accordance with the Data Protection Act, 1998.
2. No details of individual cases, or panel discussion, should be discussed or continued outside the meeting on the day of the discussion, or at any other time.

3. It is the responsibility of panel members to raise any potential conflict of interest as appropriate.

Operational Principles

1. Panel members must include representation from the Education Quality Advisers (SEND & AP) team and the Early Years SEND Support Officers team at all meetings to discuss cases. To be quorate at least three panel members must be present.
2. Decision making will generally be made through discussion and the reaching of a consensus view, facilitated by the chair. If a consensus view cannot be reached, a democratic voting system will be used, with the chair having the casting vote.
3. The panel will meet online through Microsoft Teams during May following primary school placement announcements and again during October, after a five to six week settling period into for children in their Reception classes.
4. All panel members are expected to have read through the cases in preparation for the meeting.
5. Applications to the panel will be administered by the Local Authority (Business Support Team). The panel will communicate their decision on funding in an outcome letter from the local authority within 10 working days of the panel.
6. The panel does not operate a formal appeals procedure. However, professionals can seek information from the panel as to why certain decisions have been made at any time, if these are not sufficiently clear in correspondence.

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