



Knowsley
Early Years and
Education System (EYES)
SEND Panel Portal
User Guide



Knowsley Council

Help and Funding

This section is used for applying for SEN funding and/or request inclusion support from the Early Years SENCO



- Home
- Early Years
- Help & funding
- Family Information Service
- Your account
- Test User

Joe Bloggs Nursery

Help & funding

Make an application for SEN panel funding.

[Apply for SEN panel funding](#)

Make a request for inclusion support.

[Request inclusion support](#)

Apply for SEN panel funding

Click on the tab select the child's name from the drop-down list – this list relates to children on your live register.

Apply for SEN panel funding

0% complete

1 About the child

2 Child's Primary Area of Need

3 Early Years Setting / Childminder

4 Involved Professionals

5 Information to Support the Application

6 Supporting Documentation

7 Summary

8 Submit

ABOUT THE CHILD

Select Child

An Education, Health and Care issued by your local authority,

Does your child have an Education, Health and Care Plan?

Are they a 'looked after' child?

Clarke, Jimmy (DOB: 10 Jul 2016)

Clarke, Jo (DOB: 03 Jul 2016)

Clarke, Maisie (DOB: 04 Mar 2018)

Clarke, Thomas (DOB: 03 Jul 2016)

Connor, Kaleb (DOB: 30 Sep 2016)

Jones, Laura (DOB: 29 Jul 2016)

Keefe, Laura (DOB: 08 Mar 2017)

Smith, Ava (DOB: 24 Jul 2016)

Underwood, Daisy (DOB: 18 Jul 2017)

Then mark the relevant boxes below the child's name and select next

Does your child have an Education, Health and Care Plan? Yes No

Are they a 'looked after' child? Yes No

You will then need to select Prime Area of Need and the Band relates to what level the child is on

CHILD'S PRIMARY AREA OF NEED

13/8 Complete

Primary Area of Need	Physical Impairment
Band	Band 1

Eg Band 1 differentiation

Band 2 targeted small group support

Band 3 SEN multi agency support

Band 4 EHCP in mainstream provision

Band 5 EHCP in specialist provision

Please click on next then mark which sessions the child attends:

EARLY YEARS SETTING / CHILDMINDER

In the following boxes please indicate which sessions the child attends

Sessions Attended	Morning	Afternoon
Monday	Yes	
Tuesday	Yes	
Wednesday	Yes	
Thursday		
Friday		

This information is required so we know when the child is in attendance to enable a visit if required

Please click next then add in any involved professionals including contact details

INVOLVED PROFESSIONALS

Services and names of professionals involved

Please indicate services involved

Service	Name of Professional	Contact Number / Email Address	Most Involved
Speech & Language Therapy	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Physiotherapy	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Health Visitor	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Lifetime Service	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
Sensory Support Service	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
CAMHS	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>

This information box below can be used for any supporting information.

INFORMATION TO SUPPORT THE APPLICATION

Additional Information	<input type="text"/>
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Please note you need to include all of the following information if it is relevant to enable a decision to be made. This information may be included in the supporting documentation but needs to be added here to enable a quick decision to be made due to the number of requests that are processed through the panel meetings:

- Outline of child's needs i.e. feeding issues, physical needs or any additional needs with exception to the primary need
- Hours accessed
- Term Time Only / stretched – all year
- Date of EHCP accepted – if applicable
- Date of KAPP panel accepted – if applicable
- What are you requesting ie. Funding for resources/flexible support/1-1 support funding
- Is the child eligible for ECO hours?
- Named support person in setting
- Named setting senco
- Any deferment information if applicable
- If the child is on assisted childcare, please advise

Please note there is the option on the next screen to attach any relevant documentation for supporting evidence.

SUPPORTING DOCUMENTATION

You will only be able to attach the following file types:

- Word Documents
- PDF Files
- Images (in jpg / png format)
- Spreadsheets (in xls / xlsx format)

 Upload Document

The next screen is a summary of the information submitted. Please check through and if any changes are required you will need to go back to the relevant screen to update is the information cannot be updated on the summary page.

Once you are happy with the information provided click next and submit application

SUBMIT

Send Form for Consideration

Press the submit button to send your application.

Submit Application

Forms to complete

Forms to complete

- Saved Forms
- Messages
- Applications
- PEP Forms

This page contains forms that have been sent to you for completion.

Your Forms

There are no forms for you to complete

Submitted Forms

No items

Refresh

Any saved forms that have not been submitted will show here

Saved forms

Forms to complete

Saved Forms

Messages

Applications

PEP Forms

No items

Cancel

Where applications have been made messages relating to these will be shown here. Main messages however will be shown on the dashboard as per earlier in the guidance document

Where applications have been made, information is shown here and also shows the status of the application

Applications

Forms to complete

Saved Forms

Messages

Applications

PEP Forms

This section lists all the other applications you have made

My Other Applications

	Submitted	Reference	Type	Status
1	25-Jun-2020	P1-ZMMN-I23J	Inclusion Referral Form - Edward [REDACTED]	Under Review
2	24-Jun-2020	VO-C2KL-MFWF	SEN Funding Request - Bob Dylan	Funding Approved
3	22-Jun-2020	89-60HQ-CVNS	FIS1 - Jo Clarke	Submitted Successfully
4	22-Jun-2020	U5-G4GF-PFBX	SEN Funding Request - Charley [REDACTED]	Funding Approved
5	22-Jun-2020	4B-UYYJ-VHW1	SEN Funding Request - Ivy [REDACTED]	Under Review