



FAQs – Continuity of Education (CEA) - Special Educational Needs Addition (SENA)

JSP 752 Chapter 14 sets out when and how CEA (SENA) can be claimed. It is therefore important for all Service Personnel to be fully aware of what these regulations are and what they mean.

CEA (SENA) exists to contribute towards the costs of a pre-authorised and specific support plan for an individual Service Child who has a level of additional need which cannot reasonably be met from within the expected resources of a school.

Applications are considered on an individual basis where support as described by the school is expected to match the child’s or young person’s needs as described.

- CEA and CEA(SENA) funding are not paid to schools directly but are an employee’s allowance which can (depending upon eligibility criteria) be paid to a Service person to support them with paying educational fees they agree to pay the school.
- Individual families are contract holders with schools and are therefore responsible for agreeing to fees proposed either prior to the point of entry into a school or if an emerging need arises. Families should be involved in planning Special Educational Needs and Disability (SEND) support and can choose to fund the provision they feel is suited to their child’s needs. CEA(SENA) may be claimed to support with costs but is not a guaranteed funding stream.
- CEA is an allowance to mitigate against the potential educational impact of Service-related mobility. CEA(SENA) funding may be claimed to provide an intervention to specifically address evidenced SEND although it is not anticipated that all children with SEND will require additionally funded provision. The term 'intervention' refers to short-term focused teaching approach that will typically have a specific set of outcomes that have been planned for a child with additional needs. SEN interventions should be used alongside high-quality teaching methods so that children with SEND can feel as supported as possible in every class.
- All teachers are teachers of children with special educational needs/ disabilities. Most children with special educational needs/ disabilities have their needs met in the mainstream classroom through quality adaptive teaching, differentiation, and the application of reasonable adjustments as required. Intense specialist tuition should be viewed as part of a package of support for a child with SEND (if evidence of requirement exists) and not the only provision. Any support funded by CEA(SENA) must be time limited and provision should be developed to support full access to differentiated learning delivered in the main classroom.
- CEA(SENA) monies will not fund generic curriculum tuition nor provide catch up tuition. CEA(SENA) will not fund private therapy which could be accessed via the NHS pathway i.e., speech and language therapy etc.
- The allocation of CEA(SENA) funding is regulated by military policy. JSP 752 details that CEA(SENA) funding is to “contribute towards the additional costs associated with a specific support plan for an individual service child who has a level of SEND which cannot reasonably be met within the expected resources of a school.” CEA(SENA) may be allocated to fund a targeted SEND intervention programme where the information, provided through application, evidences that the level of SEND is beyond what is reasonable to be expected to be supported by a school. This takes into account class sizes and a school’s anticipatory duty to make reasonable adjustments under the Equality Act (2010) for children with protected characteristics such as specific learning difficulties. This also takes into consideration the child’s history of SEND provision and financially supports parents to access SEND provision akin to what is routinely available to students with SEND in the state-maintained sector through delegated funds.



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SENA application, re-application, and appeal processes

Can I apply for SENA funding if I am not a CEA claimant?	No. The Special Educational Needs Addition (SENA) is an addition to the CEA allowance.
How long can I claim SENA for?	CEA(SENA) funding is allocated to ... SENA funding can only be claimed for the duration of CEA eligibility as shown on the CEA eligibility certificate.
Can I submit a SENA application before my child starts at a boarding school?	Yes. However, the application must be compiled by staff at the school where the provision will be delivered and relate specifically to the school where the SEND intervention will occur. There will need to be evidence of robust transition arrangements. It may be appropriate to apply for one term only and then re-submit when a child is settled in a school and their needs are better known within the new school context.
Who should complete the SENA application form?	The claimant will complete Section 1 of the form and request that an appropriate member of staff at the school where the funding will be used completes Section 2. The form should be completed by a member of staff with responsibility for planning and reviewing SEND provision at the school.
Do I need to complete a SENA form if my child attends a SP school?	Yes. When a Service person chooses a SP school for their child, there is an anticipation that the Special Educational Needs Addition (SENA) is included within the school's core fees as part of their universal SEND offer. Therefore, a SENA application form assures that the SENA aspect of the SP fees is relevant, and it provides claimants with an opportunity to obtain any relevant support with SEND queries.
Can I claim SENA for provision already delivered by the school?	No. SENA is allocated against a pre-authorised provision plan and cannot be backdated. Claimants must ensure they make their funding application ahead of the proposed provision being delivered. SENA funding is not guaranteed and therefore it is recommended that claimants know what funding is allocated before agreeing with the school what they will pay for.
Does your SENA application have to demonstrate a history of need- previous school etc.?	The SENA Panel is tasked with considering the reasonableness of the funding request as per JSP 752. It is felt that it is reasonable for the SENA Panel to consider a child's history of need at any prior school as part of their decision-making. Most schools will state that there is an expectation that families discuss SEND needs with the school prior to them offering a place. It would be useful for the SENA Panel to understand what was discussed before the child was accepted into the school. The SENA Panel appreciates SEND emerges at different times.
Can I re-apply for SENA?	Yes. Ensure you leave time for any previous SEND intervention funded by SENA to be reviewed but also be aware that SENA cannot be backdated as it has to be allocated against a pre-authorised SEND plan.
Can I appeal a SENA Decision?	CEA(SENA) is a MOD allowance. The SENA Decision will consider whether the claimant can access this allowance. EAT(UK) holds the appeal process which is available upon request. You should lodge an appeal and the mandatory additional information required within 15 school days of being sent the SENA Decision Response.
I need to reapply for CEA(SENA), but my son will	A CEA(SENA) application can take up to 9 weeks to process at our busiest times, so firstly it is important to act early. A history of assessments and the support which



<p>be moving from Prep School to Senior School. Which school should fill in the application form?</p>	<p>has been delivered should be collated from the old school and shared with the new school in plenty of time for a new application to be made. Parents may wish to ask for a meeting with both SENCOs at least 12 school weeks before the proposed move. This will allow for a discussion centring around which approaches have been most useful and what the next steps are. The SENA Panel would expect to see evidence of robust transition arrangements within any SENA application. It is worth noting that the Summer is our busiest time of the year with many parents wishing to reapply for CEA(SENA) ready for the start of the new academic year. It is likely therefore that a request for a 'quick turnaround' could not be fulfilled.</p>
<p>My son's school says they don't have time to fill in an application. What should I do?</p>	<p>The SENA Panel do not need the school to write lots of information on the form; more information does not necessarily mean better quality of information. All qualified teachers should be able to state what the child's current assessment levels are, what their current need is and what they plan to do. This does not need to be a lengthy document. Some of the best applications we receive are succinct and to the point. We would advise that you check the school's special educational needs policy and also the contract you hold with the school. As parents, you are requesting that the school deliver a service to support your child. You are asking them to inform about what you will be paying for and what the planned outcomes are.</p>
<p>What evidence should be submitted with the form?</p>	<p>Evidence demonstrating <u>current</u> need and how the SEND intervention planned will support with the needs. If you have any assessments or reports, then please send them in with the application. If the school produces their own paperwork which covers the areas in the SENA application form, then these can be cross-referenced instead of replicated.</p> <p>If the SENA application refers to a report/ document etc. then the SENA Panel will need access to this.</p>
<p>I forgot to submit my application last term. Can I submit it now and the certificate be backdated?</p>	<p>As per JSP 752, CEA(SENA) can only be authorised against a pre-authorised and specific learning support plan. Any learning support you agree to without a valid SENA Certificate in place is done at your own financial risk.</p>
<p>I have submitted my application on time, when will I hear the decision?</p>	<p>When we receive your completed application with all requested evidence, you will be given a 'week-beginning' date for when your application will be considered. SENA Decision Responses can take up to 9 weeks to process at peak times of year.</p>
<p>Who should complete the SENA application form?</p>	<p>The claimant will complete Section 1 of the form and request that an appropriate member of staff at the school where the funding will be used completes Section 2. The form should be completed by a member of staff with responsibility for planning and reviewing SEND provision at the school.</p>



What can I request funding for?

<p>Do independent schools have duties to make provision for children/ young people with special educational needs?</p>	<p>Independent schools do not have statutory duties to the government of the country they are in. Independent schools set their own policies, can create their own curricular and set their own fees. Ensure you are aware of all policies related to a specific school prior to signing any contract. Independent schools do have duties under the Equality Act (2010) unless they are in Northern Ireland.</p> <p>Ensure you are aware of the school’s Special Educational Needs policy and any caveats a school may place upon entry or continuity of placements related to SEND and any additional costs. If you are in doubt or your child has a statutory plan related to their SEND which is maintained by your Local Authority, please request input from an Education Advisor at EAT(UK).</p>
<p>My child has a formal diagnosis of a learning difficulty/ disability. Does this mean I qualify for SENA funding?</p>	<p>A formal diagnosis is not a prerequisite for SENA funding, nor does it guarantee SENA funding is allocated. CEA(SENA) may be paid within a maximum rate and may be awarded on a time limited basis, linked to evidenced Special Educational Needs Disability and supported by clear ‘child specific’ plans. The SENA panel will consider whether the application demonstrates that a child has a level of Special Educational Needs and Disability (SEND) which cannot reasonably be met within the expected resources of a school.</p> <p>Most children with SEND have their needs met in the mainstream classroom by quality first adaptive teaching.</p>
<p>My child’s school has suggested they would benefit from therapeutic input/ an assessment for ADHD/ an assessment for Autism/ an assessment for dyspraxia. Can SENA funding be accessed to pay for private therapy or a private assessment?</p>	<p>CEA(SENA) represents money from the public purse and the SENA Panel are accountable for all the decisions made. If a particular type of therapy or clinical assessment is available on the NHS, then the SENA Panel cannot authorise this.</p> <p>The SENA panel routinely advises that SENA funding cannot be allocated for a private clinical assessment or to access the services of a private therapist in lieu of an assessment/ treatment via the NHS.</p> <p>If a child has emerging needs, we advise a referral via the child’s GP. If a child previously had NHS delivered therapy and was signed off, the SENA Panel would expect a re-referral to the NHS should the school/ parent consider that the needs are arising again.</p>
<p>Can the SENA allowance be claimed to provide general learning support or support specifically to prepare for examinations?</p>	<p>SENA funding may be allocated to provide an intervention to specifically address evidenced Special Educational Needs/ Disabilities. The term 'intervention' refers to short-term focused teaching approach that will typically have a specific set of outcomes that have been planned for a child with additional needs. SEN interventions should be used alongside high-quality teaching methods so that children with SEND can feel as supported as possible in every class. Families can opt to fund tuition should they choose to.</p>
<p>My child has dyslexia and the school have asked me to buy a laptop with specialised software to help them with their schoolwork. Could CEA (SENA) be used to fund that?</p>	<p>This could not be paid from CEA(SENA) funding. Dyslexia is considered a disability under the Equality Act 2010 and all schools (including independent schools) in the UK have a duty to make ‘reasonable adjustments’ to ensure that CYP are able to access the curriculum. This means that if your child needs assistive technology or other equipment (called auxiliary aids in the Equality Act 2010) then the school have a duty to provide them; reasonable adjustments should not incur additional fees.</p> <p>A school does not have to wait until issues arise to make reasonable adjustments for a child’s known needs. A school should be pro-active and make plans in an attempt to avoid issues arising.</p>



<p>My child needs extra support and supervision in the boarding house. Could CEA (SENA) be used to fund that?</p>	<p>It is a requirement that a child is suitable to board to enable a Service person to claim CEA. If a child requires substantial support in the boarding house and/ or specialist SEND pastoral support to enable them to board we would ask the parent to consider the suitability to board.</p> <p>We would encourage the parents to reflect upon the boarding offer made prior to them signing the contract with the school.</p>
<p>My son needs additional support in the sixth form as he is finding his A-Level study difficult. Can CEA(SENA) fund this?</p>	<p>There is an anticipation that is a young person is studying for A-levels that they have obtained the relevant academic standard to allow this. SENA funding may be allocated to provide an intervention to specifically address evidenced Special Educational Needs/ Disabilities but will not be allocated to address underachievement nor provide generic curriculum-based study support.</p> <p>The term 'intervention' refers to short-term focused teaching approach that will typically have a specific set of outcomes that have been planned for a child with additional needs. SEN interventions should be used alongside high-quality teaching methods so that children with SEND can feel as supported as possible in every class.</p> <p>If a young person is struggling with a particular course and extensive support is being requested, we would likely advise parents to discuss with school as to whether this is an appropriate course of study.</p> <p>Any request for CEA(SENA) at sixth form will be considered as usual. However, particular attention will be paid to the purpose of the request, and how this will prepare the young person for any further learning. A request that asks for support so that the young person can 'pass' the exam is not likely to be authorised. We would need to understand how the support is being targeted in a precise way to support the impact of a young person's evidenced SEND. General study skills remain the responsibility of the school to deliver.</p>
<p>My daughter's needs are emotional and not academic. Does that mean we can't claim CEA(SENA)?</p>	<p>The SEND Code of Practice separates additional needs into four main categories: <i>Communication and Interaction, Cognition and Learning, Social, Emotional and Mental Health Needs and Physical and/or Sensory Needs</i>. A child or young person may have a difficulty in one area, or perhaps in all of them. There is no area which is not allowed within an application. The type of evidence that you submit to the SENA Panel may be very different for an emotional need, but the application will be considered in the same way.</p> <p>The SENA Panel will usually consider the school's pastoral care policy alongside an application for CEA (SENA) to fund social, emotional, or mental health support.</p>
<p>Can CEA(SENA) funding be used to provide auxiliary aids?</p>	<p>Depending upon circumstances, the school may have duties to provide these as a reasonable adjustment. If a child/ young person has protected characteristics under the Equality Act (2010) then there should be no charge for making reasonable adjustments.¹</p> <p>The duty to make reasonable adjustments requires a school to take positive steps to ensure that pupils with needs identified and protected characteristics can fully participate in the education provided by the school and that they can enjoy the other benefits, facilities, and services that the school provides for pupils. This may include access to auxiliary aids, additional pastoral support and any examination access arrangements required.</p>

¹ [Reasonable adjustments for disabled pupils | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/legislation/equality-act/2010/equality-act-2010-reasonable-adjustments)



<p>Does a report from an EP/ Specialist Teacher/ Therapist/ Clinician containing recommendations guarantee SENA funding will be allocated?</p>	<p>No. Any reports commissioned by a family are advisory only. A parent can choose whether they want their preferred school to follow the recommendations or not. The SENA Panel will apply the same considerations to funding requests based on the impact of the evidenced SEND needs.</p> <p>Most children with SEND have their needs met in the mainstream classroom through quality adaptive teaching and the application of reasonable adjustments as required. The SENA Panel will anticipate a graduated response to need to be utilised by all schools.</p>
<p>My child's school has asked for a 1:1 adult for literacy and numeracy lessons. Can CEA(SENA) fund this?</p>	<p>The SENA Panel would need to see evidence of a graduated response to evidenced SEND needs. Families are reminded that they are contract holders with schools, and they should be wary if a school offers a place on the condition that their child has 1:1 in-class support. SENA is not a guaranteed funding stream and families are contractually responsible for all educational fees.</p> <p>CEA(SENA) is designed as a time-limited intervention to target specific areas of concern. Any request for 1:1 in-class support is considered very carefully. The purpose behind the 1:1 in-class support would need to be fully understood as most children (particularly in small classes) can have their needs met from the class teacher using strategies such as differentiation and assistive technology. We know from research that in-class teaching assistants are a high-cost, low impact intervention and that they can create an over-reliance on the part of the child. 1:1 in-class support for the sole purpose of managing challenging behaviour would not be supported.</p> <p>The SENA Panel does not consider that SENA funding will be allocated to sustain 1:1 in-class support as a long-term SEND support strategy. Should families feel this is required, they are encouraged to work with key staff at the school to possible consider statutory assessment of their child's SEND.</p>
<p>My child's school say that she is working below the rest of the class and needs some input. Can CEA(SENA) fund this?</p>	<p>Schools typically assess pupils on roll using standardised tests which produce <i>standardised scores</i>. These are assessments compare a child's attainment with children of the same age nationally. An 'average' standardised score is considered to be between 85 and 115. A child working at a standardised score of 90, with the rest of the class working at 110, is still considered to be working within the average band and therefore achieving functional literacy and numeracy. CEA(SENA) would not be allocated to provide remediation in an area where a child is attaining in this range as it is considered they should be able to access a differentiated curriculum,</p>
<p>My daughter needs some help to prepare for her Common Entrance Exam, is this something CEA(SENA) can fund?</p>	<p>SENA is not allocated for exam preparation skills; the SENA Panel expects exam preparation to be part of the core offer of all schools. An application which requested SENA <i>to help pass the common entrance exam</i> would not be authorised.</p> <p>SENA funding may be allocated to provide an intervention to specifically address evidenced Special Educational Needs/ Disabilities but will not be allocated to address underachievement nor provide generic curriculum-based study support.</p>



Assessment/ diagnosis reports

<p>I'm sure my child has dyslexia. Could CEA(SENA) pay for a formal diagnosis?</p>	<p>CEA(SENA) will not fund a formal assessment for dyslexia. The allowance is paid after consideration of evidenced need, and any formal diagnosis would not change the presenting need. A formal diagnosis of dyslexia is therefore not needed for their needs to be met. This mirrors current practice in the maintained sector.</p>
<p>My child's school have told me that they need an Educational Psychologist's (EP) Report. Could CEA(SENA) fund that?</p>	<p>Claimants should refer to JSP 752 in relation to this circumstance.</p> <p>An EP report is not needed to claim CEA(SENA) as schools should understand what the child's needs are and will be able to plan and deliver support to help them progress.</p> <p>EAT(UK)/ SENA Panel may authorise an EP assessment to take place. However, it is important that you discuss this with EAT(UK) first as authorisation must be sought before the assessment takes place if a SP wishes to reclaim costs.</p> <p>SENA funding will not be allocated to fund an EP report without school-based evidence of a graduated response to need; this comes via the SENA application process. The SENA Panel expect that schools will be able to show that they have tried to support a child from within their own resources and reviewed this provision before asking for an EP assessment.</p> <p>Some schools may state that they require an EP report before they will decide whether to offer a place or not; SENA funding will not be allocated for this purpose.</p>
<p>My child's school has suggested they would benefit from therapeutic input/ an assessment for ADHD/ an assessment for Autism/ an assessment for dyspraxia. Can SENA funding be accessed to pay for private therapy or a private assessment?</p>	<p>CEA(SENA) represents money from the public purse and the SENA Panel are accountable for all the decisions made. If a particular type of therapy or clinical assessment is available on the NHS, then the SENA Panel cannot authorise this.</p> <p>The SENA panel routinely advises that SENA funding cannot be allocated for a private clinical assessment or to access the services of a private therapist in lieu of an assessment/ treatment via the NHS.</p> <p>If a child has emerging needs, we advise a referral via the child's GP. If a child previously had NHS delivered therapy and was signed off, the SENA Panel would expect a re-referral to the NHS should the school/ parent consider that the needs are arising again.</p>
<p>Does the SENA Panel have to allocate funding for the recommendations made in any specialist report/ EP report etc?</p>	<p>No. CEA(SENA) may be paid within a maximum rate and may be awarded on a time limited basis, linked to evidenced Special Educational Needs Disability and supported by clear 'child specific' plans. The SENA panel will consider whether the application demonstrates that a child has a level of Special Educational Needs and Disability (SEND) which cannot reasonably be met within the expected resources of a school.</p> <p>The SENA Panel considers that the majority of children with SEND have their needs met in the mainstream classroom through quality adaptive teaching. The SENA panel anticipates that provision for special educational needs is part of a school's core curriculum/ pastoral offer and that intense and specialist SEND provision may be considered following a graduated response to need which identifies that barriers to accessing the differentiated curriculum persist. Specialist tuition should be viewed as part of a package of support for a child with SEND and not the only provision.</p>