

Early Support Funding (ESF) Application Guidance

Applications for ESF are now made through a tailored referral portal. To make an application, you need the following information:

- Child's name, date of birth and home address
- Child's Unique Pupil Number
- The date the child started at your school
- Parent/carer consent
- Parent/carer email address
- Supporting evidence (e.g. My Support Plan, professional reports)

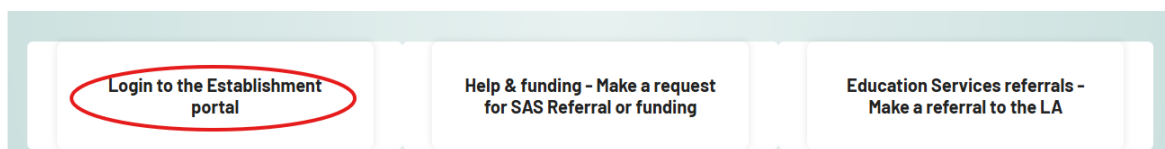
The application portal can be accessed at this web address:

<https://educationestablishmentportal-ext-hil-prd.syhapp.com> This link will take you to the establishment portal homepage. Click the 'Login to the Establishment Portal' button:



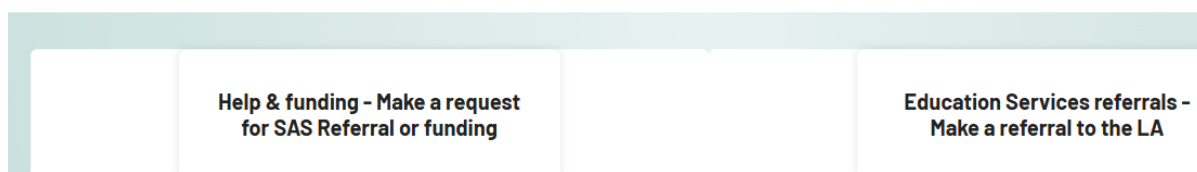
[Home](#) > [Stronger Families](#) > [Forms Home](#) >

Welcome to the Establishment portal



This will take you to the establishment login page. After you have logged in, you will be taken to the Forms page. Click the 'SEND Advisory Service Referral and Funding' option in the green header bar:

Welcome to the Establishment portal



To make an application for ESF, scroll down to the ‘Funding Applications’ section and press ‘Apply for Early Support Funding’.

- Support the use of assessment and progress tools, including the DfE Assessment Tools, Speech and Language Assessment Tool, Wellcomm, and Developmental Journals.

[Refer to SAS Schools or Early Years Team](#)

Funding Applications

Early Support Funding

Early Support Funding (ESF) is Hillingdon's process for allocating High Needs Block Funding to support pupils without an EHCP who have significant additional needs. It:

- Supports schools where pupil needs exceed what can be met through the SEND Notional Budget.
- Provides short-term, targeted funding to help close attainment gaps.
- Is intended for pupils requiring support beyond standard SEND provision.
- Further guidance is available in the SEND Funding in Mainstream Schools document and Early Support Funding Guidance.

[Apply for Early Support Funding](#)

Special Educational Needs Inclusion Funding

Special Educational Needs Inclusion Funding

Special Educational Needs Inclusion Funding (SENIF) is intended to support local authorities to work with Early Years providers to recognise and support the low-level and emerging needs of children with SEN who are taking up the entitlements. SENIF can:

- Enable inclusive practice and meet individual needs within early years settings.
- Offer flexible use of funding, which may include:
- Staff training

This will take you to the ESP Application form. Select which type of setting you are and click 'next'.

N.B. ESF applications can only be made by schools – if you select the 'PVI/Childminder/EY Setting/School Nursery' option, you will not be able to proceed.

[Home](#) > [Stronger Families](#) > [Forms Home](#) > [SEND Advisory Service Referral and Funding](#) > Funding Applications

Funding Applications

1 ESF Portal Form >

2 Referral details >

ESF PORTAL FORM

1. What type of setting are you?
☒ School
☐ PVI/Childminder/EY Setting/School Nursery

Next →

Print

Save for later

Create PDF

Close

Cancel

This will take you to the Referral Details page. Select 'Search Local Establishments' and then select the name of your school from the dropdown list.

N.B. Out of Area (OOA) schools are not eligible for ESF.

Funding Applications

1 ESF Portal Form >

2 Referral details >

REFERRAL DETAILS

Select Search Option
☒ Search Local Establishments
☐ Search OOA Establishments
☐ Enter Establishment Manually

Select Establishment
Start typing to list matching establishments...

Applicant Details
First name *
Last Name *
Email *
Work telephone
Mobile telephone

Barnhill Community High School

Belmore Primary Academy

Bishop Ramsey Church of England School

Bishop Winnington-Ingram CofE Primary School

Bishopshalt School

Botwell House Catholic Primary School

Bourne Primary School

Brookside Primary School

Charville Academy

Cherry Lane Primary School

Colham Manor Primary School

Coteford Infant School

Work through the form, completing the Applicant Details and the child's details.

When asked to 'Select the descriptor that best describes the child', please refer to pages 7-13 of the [ESF Guidance](#).

At the bottom of the page, please attach supporting evidence. Examples of this will include a My Support Plan, Provision Map (not costed) and Parent Consent.

The evidence should demonstrate:

- Implementation of Graduated Response over time.
- At least two completed cycles of Assess, Plan, Do, Review
- Clear evidence of interventions specific to area of need identified within application.
- Involvement of external professionals and evidence of their advice being implemented and evaluated.
- Clear detail of how additional funding will be spent with clear measurable outcomes.

Further information regarding what an ESF Application should include can be found on pages 4-5 of the [ESF Guidance](#).

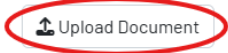
Evidence can be attached by selecting the 'Upload Document' button.

Date first started at school/setting

Is the child in receipt of any funding ☐ Yes ☐ No

Please upload the following supporting evidence:
Hillingdon My Support Plan with SMART outcomes and clear APDR - Completed provision map required but does not have to be costed (in line with Hillingdon Guidance document) - Parental consent signed with a physical signature

Attachment

 Upload Document

Have you submitted the My Support Plan with parental consent? ☒ Yes ☐ No

This will open your computer files where you can select the file you would like to upload. When a file has been successfully uploaded, it will appear in green. You will need to upload each file separately.

Please upload the following supporting evidence:

Hillingdon My Support Plan with SMART outcomes and clear APDR - Completed provision map required but does not have to be costed (in line with Hillingdon Guidance document) - Parental consent signed with a physical signature

Attachment

 My Support Plan Final2.docx

Remove

 Upload Document

Have you submitted the My ☒ Yes
Support Plan with parental ☐ No
consent?

Finally, confirm that you have received parental consent and then click the 'Submit Form' button.


Please upload the following supporting evidence:

Hillingdon My Support Plan with SMART outcomes and clear APDR - Completed provision map required but does not have to be costed (in line with Hillingdon Guidance document) - Parental consent signed with a physical signature

Attachment

 My Support Plan Final2.docx

Remove

 Upload Document

Have you submitted the My ☒ Yes
Support Plan with parental ☐ No
consent?

Submit Form

After you have submitted a referral, this is assessed by the ESF Panel and the decision is made whether ESF will be awarded.