



HILLINGDON

LONDON

Requests for funding for equipment in schools for pupils with special educational needs and disabilities

1. In general, schools and educational settings¹ are responsible for funding all equipment required by their pupils². This principle is set out in the authority's Guidance Note *School funding for special/additional educational needs: expectations on mainstream schools*. This Note will be found in the authority's Local Offer. The Equality Act 2010 also sets out the duty on schools and others to make reasonable adjustments to include people with disabilities.
2. However, the authority recognises that it may be unreasonable to expect schools to provide certain expensive items of equipment, especially where they are single bespoke items suitable only for the individual pupil. Examples include items such as standing frames and individually tailored electronic equipment, but these examples are not exhaustive.
3. The local authority will consider contributing to the funding of such items. It will do so on a case by case basis, and will be prepared to consider exceptions where necessary.
4. The following provisions will apply to such funding.
 - The pupil who requires the equipment must be a resident of the London Borough of Hillingdon. It is not necessary for that pupil's school to be situated in the geographical area of Hillingdon.
 - The school will be expected to fund the first £2,000 of the item, excluding VAT. This sum is reviewed from time to time in the light of increasing or decreasing inflation, and taking into account schools' budgets in general.
 - The item must be individual to a named pupil, and will be used by no other person. It will not be necessary for that pupil to be the subject of an Education Health & Care Plan³.
 - The item must be essential to the education of the pupil. In principle, all or nearly all of its constituent parts must also be essential to the education of the pupil.
 - It is expected that normally the item will leave the school premises only when required for a school activity off site. Any exception to this expectation must be discussed at the time of application for funding.
 - The school will normally be expected to provide funding for maintenance of such equipment, including the payment of insurance premiums where necessary. The school will also be responsible for arranging any training required by staff or pupils in the use of the equipment.
 - The use of the equipment should be monitored and reported upon annually. Where the recipient of the equipment holds an Education,

1 In this Guidance Note, the term 'schools' is used to cover all educational settings and establishments.

2 By 'pupil' is meant the child, student or young person who is the subject of the Education Health & Care Plan.

3 This term covers statements of special educational need made under the provisions of the Education Act 1996 where they have not been transferred to Education Health & Care Plans.

Health & Care Plan, this may be done as part of the annual review. Where the recipient does not hold such a Plan, the school or setting is asked to provide a short report annually to the Manager of the SEND Team of the authority.

- The authority will not consider requests where another body is obliged to provide funding.
5. Requests should be made on the appropriate form. The following documentation should be appended.
 - A report from an appropriate professional person, such as an occupational therapist, identifying the need for and necessary specification of the equipment. The specification should not go unreasonably beyond what is essential for the pupil at that time and in the immediate future.
 - Quotations from at least two different suppliers, including itemisation of costs and a clear total, excluding VAT.
 6. On receipt of such a request, the SEND Team Manager will ensure that it is considered as quickly as possible by the authority's SEND Panel.
 7. Schools are invited to discuss requests informally with their link officer in the SEND Team beforehand.