



Focused Intervention Funding (FIF)

‘A non-statutory, discretionary funding system designed to support children and young people (CYP) with emerging needs and for CYP who have needs that fall outside the EHCP process.’

In DSPL 9 we have divided the area into 5 Clusters. It is an expectation that SENCO’s shall attend all 6 half-termly meetings. You will discuss your application/s with the group and listen to applications from others. You must attend to discuss your application or it will not get heard. Advice, recommendations and mentoring amongst peers will take place and those applications that have been agreed will be brought to the final panel meeting. Decision letters to settings will be issued as usual by the DSPL 9 Manager.

FIF applications MUST to be sent to the email address identified at the top of each cluster, applications sent to other email addresses (DSPL 9 Manager or Admin) will not be processed.

(We encourage you to include any evidence directly into the application form to reduce the amount of attachments/size of emails).

Cluster 1: FIFCluster1@bournehall.herts.sch.uk	Cluster 2: FIFCluster2@bournehall.herts.sch.uk
Arnett Hills	Ascot Road
Chorleywood	Beechfield
Christchurch	Cassiobury Infants
Eastbury Farm	Cassiobury Juniors
Harvey Road	Central Primary
Little Green	Chater Infants
Malvern Way	Chater Juniors
Maple Cross	Cherry Tree
Rickmansworth Park	Field Infants
Shepherd Primary	Field Juniors
St Anthony's	Holywell
St John's Catholic Primary	Knutsford Academy
St Mary's CofE	Lanchester
St Peter's	Laurance Haines
The Russell	Nascot Wood Infants
Yorke Mead	Nascot Wood Juniors

	Parkgate Infants Parkgate Juniors St Johns CofE
Cluster 3: FIFCluster3@bournehall.herts.sch.uk	Cluster 4: FIFCluster4@bournehall.herts.sch.uk
Ashfield Bournehall Bromet Bushey and Oxhey Infants Bushey Health Bushey Manor Fairfield Greenfields Hartsbourne Highwood HJPS Little Reddings Merry Hill Newberries Oxhey Wood Sacred Heart St Johns CofE Infants St Josephs Catholic Primary St Meryls Warren Dell Woodhall	Abbots Langley Alban Wood Coates Way Divine Saviour Holyrood Kingsway Infants Kingsway Junior Leavesden Green Orchard Primary St Catherine of Sienna St Pauls Tanners Wood The Grove
Cluster 5: FIFCluster5@bournehall.herts.sch.uk	
Bushey Meads Chessbrook Croxley Danes Futures Academy Watford Parmiter's Queens Rickmansworth St Clement Danes St Joan of Arc St Michael's The Grange The Reach Free Watford Grammar School for Boys Watford Grammar School for Girls Westfield	

*Those highlighted in yellow indicate the Lead SENCO in that cluster. This can be rotated amongst the group to share the responsibility if preferred.

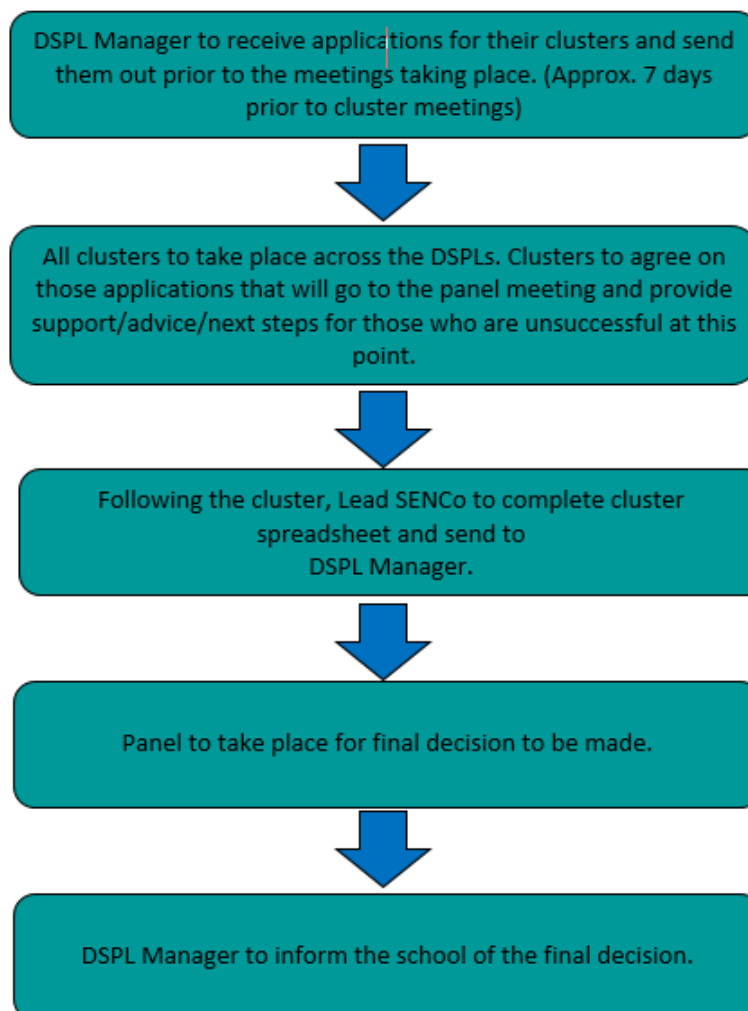
The Lead SENCO is responsible for:

- Chairing and facilitating the FIF clusters
- Completing the FIF cluster spreadsheet during the meeting and reporting back to the DSPL9 Manager the decisions that were made
- Arranging the time/venue of the next cluster meetings
- Attending panel meetings via a rota (2 Lead SENCOs at each panel)

A SENDSAS member of staff will attend each cluster meeting.



Focused Intervention Funding: Process Flowchart



The below shows the proposed timelines/dates of the cluster meetings/FIF panels:

Summer Term 1

Cluster	Date	Time	Venue
1	29.04.26	2-3pm	Christchurch
2	29.04.26	10.30-11.30am	Beechfield
3	22.04.26	10.30-11.30am	Merry Hill
4	22.04.26	2-3pm	Divine Saviour
5	30.04.26	2-3pm	The Reach Free

Please note the FIF cluster is part of the half term SENCo cluster meeting, therefore SENCos are expected to attend the full length of the meetings (see below) to cover the DSPL 9 update and FIF cluster:

AM session: 9.30-11,30am (FIF cluster 10.30-11.30am)

PM session 1-3pm (FIF cluster 2-3pm)

Summer Term 2

Cluster	Date	Time	Venue
1	23.06.26	1-2.30pm	Little Green
2	23.06.26	9.30-11am	Cherry Tree
3	18.06.26	9.30-11am	Merry Hill
4	16.06.26	1-2.30pm	Divine Saviour
5	16.06.26	9.30-11am	Bushey Meads

Term	Application Deadline	Cluster Meetings	Panel Date	Deadline for spreadsheet to HCC
Summer 1	15.04.26	See above	21.05.26	22.05.26
Summer 2	08.06.26	See above	08.07.26	21.07.26
Autumn 1	17.09.26	TBC (Between 28.09 and 09.10)	22.10.26	23.10.26
Autumn 2	11.11.26	TBC (W/C: 23.11)	10.12.26	18.12.26
Spring 1	TBC	TBC	11.02.26	12.02.27
Spring 2	TBC	TBC	18.03.27	19.03.27

We aim to email out the applications the day after the application deadline from our the FIF email addresses above. This will allow SENCO's a week to read through the documents if they so wish, prior to the cluster meeting. To aid discussions during the cluster meetings, SENCos may choose to print off applications or bring laptops with the information on. Time

at the end of each meeting will be used to ensure that any applications are erased or destroyed prior to the SENCoS leaving.

All decisions must be communicated back to the DSPL 9 Manager by the last date (i.e 7th May, 25th June, 12th October, 30th November, Spring dates TBC) – this allows FIF panel a week to read/finalise decisions/distribute letters.

The FIF panel is made up of DSPL 9 Manager, DSPL 9 SISO and at least one Lead SENCo.

The DSPL 9 Manager will be responsible for communicating the decisions back to the Local Authority and maintaining the FIF budget.