

July 2025

Dear Colleague

Pupils with EHC plans

As you will all be aware, Schools Forum have made the decision that top up payments for all pupils with signed and agreed EHCP's for 2025/26 will be made to schools during the summer holidays. This will be based on plans that are in place on May 31st 2025 and **payments will be based on the number of hours in the plan.**

Pupils without plans but with high needs

Once funding has been distributed for EHCPs we will be in a position to allocate the remaining budget for those pupils with high needs but no current plan.

Please see attached our spreadsheet for information for children without EHCPs on roll and attending school as of **31st May 2025** which will be used as a basis to determine additional top up funding.

As we are so close to the end of term we have set September 13th 2025 as the final return date.

Please return your spreadsheet to Fran at topupapplications@lbbd.gov.uk Obviously as soon as we get the information from schools, we will start to plan the release of additional top up payments. You may find it useful to use your existing top up spreadsheet to gather the information required.

We need to stress this request is **only for children without an EHCP**.

We would also like to apologise for the delay in sending out this request and understand that the timing is not ideal.

Thank you again for your support and understanding.

Your sincerely



Martin Nicholson
Virtual Headteacher of SEND

