

FORM SEN 2 SHOULD BE READ IN CONJUNCTION WITH THE PUBLISHED GUIDANCE FOR SEN ALLOWANCES CRITERIA

1. Overview

Sections 2 – 5 in FORM SEN 2 must be completed by the Teacher to provide required information and evidence to demonstrate how they meet the criteria for SEN 2 within their current post in applicable school/setting/service.

Completion of Form SEN 2 applies only to the current post held within the current school/setting/service. Applicants should provide sufficient information to demonstrate how they meet the criteria for SEN 2 within the current school/setting/service. Supporting documentation may be requested/required.

Once completed, Form SEN 2 should be submitted to School Management / Service Management Team for consideration and completion at Section 6. Where a teacher’s post changes and the SEN criteria are no longer met, the award of SEN allowances to the teacher will discontinue.

2. Reason for Completing Form SEN2

Please select reason below:

Teacher, named in Section 3, is providing evidence of meeting SEN2 criteria at the commencement of new employment or new engagement via NISTR. The date of award of SEN 2 is the commencement date of the new post in applicable setting.	
Teacher, named in Section 3, is making an application for movement from SEN 1 to SEN 2 during employment or engagement via NISTR. Date of movement to SEN 2 is the ‘Date of Application’ provided in Section 3.	

3. Applicants Details

Teachers Name	
TR No	
Current School / Setting/Service	
Current Post	
Principal / Service Manager	
Date of Application	

4. Declaration

I, teacher named in Section 3, declare that the information contained within this application, in particular Section 5, is true and accurate. I understand that falsification of information may result in removal of remuneration of a SEN allowance and may result in further action.

Print Name	
Signature	
Date	

5. Criteria

Based on the published criteria for SEN 2, please provide sufficient information below to **demonstrate how you meet the criteria for SEN 2** for the current role within the current school/setting/service. This information will assist School Management/Service Management Team to consider your request for movement from SEN 1 to SEN 2:

<p>Experience</p> <p>Experience may be accumulative</p>	
<p>Qualifications</p>	

6. Decision – to be completed by School Management / Service Management Team

Based on the information provided in Section 5, the decision to award SEN 2 to the teacher named in Section 3 is:

Approved / Declined:	
Name:	
Position:	
School/setting/service:	
Signature:	

7. Next Steps for Principal / Service Management Team

If approved, Principal / Service Management Team should follow the appropriate approval process as is detailed in the SEN criteria guidance i.e. notify the employing authority resourcing team or complete and submit TR268 through the appropriate approval process. If declined, the applicant must be advised by Principal/Service Management Team. **There is no requirement to submit Form SEN 2 to EA or DE Teachers pay Team. Form SEN 2 is for internal school/service use only and must be retained by Principal/Service Management Team.**