National Award for SEN Coordination – Supporting Documentation

* **Applicant - Please complete Section 1**. To enable you to enrol on this course you will require your Head Teacher’s recommendation
* **Head Teacher – Please complete Section 2**
* **Finance – Please complete Section 3**

**Once all relevant sections of the form have been completed. Please upload the completed form to your application portal (SITS). Should you have any queries, please contact Admissions Team 2 by email address (**[**SENCO@northampton.ac.uk**](mailto:SENCO@northampton.ac.uk)**) or by telephone on 0300 303 2772.**

# Section 1 – Applicant to complete

## Personal Details and School information

Please complete the follow the following details

**Title and Forename(s):**

**Surname:**

**Date of Birth:**

**School Address:**

**Postcode:**

**School Telephone:**

**E-mail:**

**Name of Head Teacher:**

**Local Authority of School:**

## QTS/QTLS and Teacher Status Information.

**I am a Teacher and have English Qualified Teacher Status (QTS/QTLS):** Yes / No

**Teacher Ref No:**

7 digit teacher’s reference number (if you do not know your reference number, contact Teachers Pensions on 08456 066166)

**I have completed my induction year:** Yes/ No

**Number of Years Teaching:**

## Applicant Declaration

I certify that to the best of my knowledge the information contained in this application form is correct and complete and if registered for this course I agree to abide by the rules and regulations of the University as amended from time to time and to observe the [Code of Conduct](https://www.northampton.ac.uk/about-us/governance-and-management/university-policies-procedures-and-regulations/).

I understand that an electronic record will be created using the supplied information and give permission for staff of the University of Northampton, Local Authority, and the NCTL to access any information held in connection with the course.

**I have read and agree to the declaration above.**

**Sign:  
Date**:

## Fee Payment Indication

I am paying for the fees myself**:** Yes / No

**OR**

My employer is paying my fees: Yes / No

**If Yes, finance manager should complete and sign section 3**

# Section 2 - Head Teacher to complete

The applicant (See Section 1) has applied for admission to the National Award for SEN Coordination Programme. We would be grateful if you could complete Section 2 on this form.

## Head Teacher Details

**Head Teacher Name:**

**Position: Head Teacher**

**Head Teacher’s Email Address:**

## Head Teacher Declaration

**SENCO Applicant’s Name:**

* I confirm that as the Head teacher of the above applicant, I support their application to become a participant on the National Award for Special Educational Needs Coordination Programme.
* In agreeing to provide this support, I agree to:
* Contribute to the applicant’s initial self-assessment (or identify an experienced member of staff within the school to provide this support),
* Agree to mentoring support which will be provided by the University,
* Ensure the applicant is fully released to attend the programme in its entirety. The award of the qualification is based on a 100% attendance unless agreed with their tutor and University,
* Consider the possibility of providing my SENCO with study time outside of the face-to-face sessions to complete written assignments.
* I confirm that the teacher has QTS/QTLS: Yes / No
* I also confirm that the appropriate background checks have been undertaken with regard to the applicant to allow them to work with children and young people.

I recommend my SENCo for this Programme and will provide the necessary in school support and opportunities for professional development.

**Sign:  
Date:**

**Thank you for completing this form. Please return this reference to the applicant so they may upload it into their application portal or send it directly to the University of Northampton in a pdf format attached to an email to** [**SENCO@northampton.ac.uk**](mailto:SENCO@northampton.ac.uk)

# Section 3 – Finance Manager to complete unless application is self-funded

## Fee Information

The applicant (See Section 1) has applied for admission to the National Award for SEN Coordination Programme. We would be grateful if you could complete Section 3 of this form if you are providing sponsorship.

**Name of Finance manager:**

**Finance e-mail address:**

**Invoice Address & postcode:**

**I confirm that the fees for** (insert applicant name):

**Will be met by** (insert school/organisation name):

Please email PO number to [income@northampton.ac.uk](mailto:income@northampton.ac.uk) asap if you require this to be quoted on your invoice. Please quote the **applicant’s name and student ID number**

**Sign:  
Date:**

**Thank you for completing this form. Please return this form to the applicant so they may upload it into their application portal.**