

# CRITERIA FOR ALLOCATING EARLY YEARS FUNDING TO OUT OF SCHOOL SETTINGS

## Purpose

To support the inclusion of a child who:

- has additional needs
- lives in Leicestershire
- Attends a school in Leicestershire
- Is accessing out of school provision

Children who are accessing out of school provision as a part of the 30 hour offer please complete the pre-school form.

## Criteria

The document gives guidelines on the nature of the child's special educational needs and disabilities that would be considered eligible for funding and that which the provision is expected to deliver as part of everyday good practice and as part of the SEND code of practice.

## Process

A panel of relevant professionals will consider applications. The following guidance should be considered carefully when making an application in order to enable the panel to make the best decisions in meeting a child's needs.

## The Local Authority's Responsibility:

The local authority has a statutory duty to provide sufficient childcare where it is reasonably practicable to do so (Childcare Act 2006).

## The Settings Responsibility

- the setting is required to work in partnership with the Early Learning and Childcare Service to provide quality childcare to parents and children, which will be assessed and monitored
- be classed as private, independent, voluntary or governor ran
- have regard to the SEND Code of Practice
- be registered and adhere to Ofsted regulations
- comply with the Equality Act 2010
- to respond and listen to children's voices

## The application must be:

- completed in all sections and carry all necessary signatures
- specific about how the additional adult will support the child, and what the funding will enable the child to do as a result of this
- accompanied by supportive information as listed on the application form. You should seek permission from the professional concerned when including reports, letters from other agencies and parents and carers

- include the child's voice. What does the child enjoy doing in the setting, how does the provision respond to their views or ideas and cater for their needs?
- be clear about the interventions you intend to implement to help the child and outline the positive impact this will have on the child whilst in attendance at your provision.

Funding will only be provided where the child needs adult support which is additional or different from that which is normally available. Not all children with special educational needs and disabilities require additional help to be successfully included in the setting. Indeed most settings meet the additional needs of their children very well.

There may be some circumstances where the child needs specific equipment or toys to aid transition and settling in, this will be assessed by the panel.

For example, the child may need:

- short periods of time to access the full range of activities because the child has a visual / hearing / physical difficulty
- adult support because of communication difficulties with adults and children
- extra support because behaviour is impacting on the safety of the other children using the setting and preventing the child from accessing activities
- other resources identified by yourself , child or parent /carer

The Panel bases its decisions on the information received on the appropriate application form and with the additional documents to support the application. If the Panel considers the information to be inadequate or incomplete, we will email back the application to be completed fully for the next panel meeting. Funding cannot be backdated for those applications refused due to insufficient information contained with the application.

[Download the application form](#)

### **Funding Details**

The funding is intended to contribute towards additional staffing costs. The Allocations Panel agree to fund at £6.50 per hour. The funding is allocated on a termly basis because:-

- the child may move settings
- the child's needs may change
- the child's needs are short term
- it cannot be guaranteed that funding for the hours requested will be received or retained at the same level each term
- early years and childcare settings will be informed of the outcome by email
- where children with additional needs attend the same setting during the same sessions, the Panel will consider rationalising the funding allocated.

## **Right of Appeal**

If you wish to appeal against the panel's decision, this should be put in writing and posted or emailed to;

Jennie Bainbridge  
Improvement Team Manager  
Early Learning and Childcare Service  
Room 100a  
County Hall  
Glenfield  
LE3 8RA

## **The Local Authority's Responsibility**

If parents or carers have any concerns regarding the Panel's decision they should discuss this with the Designated Officer (currently Jennie Bainbridge), contact details below above. If a concern cannot be resolved at this point, then the matter should be taken to Suzanne Wilson, Service Manager, Early Years and Childcare Service, contact details below.

If parents or carers are dissatisfied with a service received from the department, they can write to the Director of the Children and Young People's Service. The Director will ensure the complaint is investigated and the outcome of enquiries are communicated to all concerned.

Suzanne Wilson  
Service Manager, 0-5 Learning  
Early Years and Childcare Service  
Room 100A  
County Hall  
Glenfield  
LE3 8RA

## **Monitoring**

In circumstances where additional staffing is not employed or funding is not used effectively as requested by the setting, monies will be recouped.

It is anticipated that the monitoring procedures within the Early Learning and Childcare Service will require settings to complete monitoring records and submit this information to the Monitoring Support Officer, on request. You will also receive a visit from your Childcare Sufficiency and Safeguarding Officer. Evidence including the names and hours worked by the adults supporting the child/children who are in receipt of the Additional Adult Funding will be viewed at this visit.

## AGREEMENT TO TERMS AND CONDITIONS OF EARLY YEARS FUNDING

I agree to the conditions of grant, to spend the money as allocated and to comply with any audit and monitoring requirements.

Name of Setting: .....

Setting Address:.....

.....

.....

Telephone No:.....

E-Mail: .....

Signed: .....

Print name: .....

Position: .....

Date:.....

**Please return signed original for the attention of:**

Rachel Condon  
0-5 Learning, Early Learning and Childcare service  
Room 100a  
County Hall  
Glenfield  
LE3 8RA

**PLEASE RETURN PROMPTLY TO AVOID DELAY IN PAYMENT.**

*For office use only:-  
Date received  
(please stamp here)*

