

Appeals procedure for accessing additional funding for out of schools and play schemes

Providers wishing to access the additional adult funding scheme are required to submit an application form for the children they require additional funding for outlining how they intend to use the funds. Children will only be funded if they meet the local authority criteria.

In all instances where funding is not allocated, the Service will ensure they clearly identify the circumstances under which the decision has been made, and stipulate where any further actions may be required.

If Providers are dissatisfied, they must put their appeal in writing to Jennie Bainbridge within 10 days of receiving confirmation that top up funding will not be received.

Appeals should be forwarded to:

Jennie Bainbridge
Improvement Team Manager
Early Learning and Childcare Service (0-5 Learning)
Leicestershire County Council
Room 100a
County Hall
Glenfield
Leicestershire
LE3 8RA or email: childcare@leics.gov.uk

The appeal must clearly identify on what grounds the decision is considered inappropriate, and where possible evidence should be supplied.

The appeal can only be made by the registered legal entity of the provision.

The Service will in all cases acknowledge receipt of the appeal and aim to give regular updates on its progress.

The Service will endeavour to resolve the appeal within 14 working days. However the need to gather further information may mean this timescale cannot be met. If this is the case, we will inform you of the expected timescale.

The final decision will be put in writing. Any further appeal would need to be addressed through the [Local Authority's formal complaints policy](#).