

CRITERIA FOR ALLOCATING EARLY YEARS TOP UP FUNDING TO FEEE REGISTERED, NON-MAINTAINED SETTINGS 2017 – 2018 FOR CHILDREN AGED 2 YEARS UNTIL SCHOOL ENTRY

Purpose

To support the inclusion and participation in mainstream registered, non-maintained settings for a child living within Leicestershire, with significant and complex additional needs, aged 2 years until school entry.

Process

A panel of relevant professionals meets regularly to 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.
- The Local Authority has a Statutory Duty to meet children's individual education and care needs *ensuring that all providers delivering funded early education places meet the needs of children with Special Educational Needs and /or Disabilities (SEND).*

The Setting's Responsibility:

- The provision is required to be registered with Leicestershire's 0 – 5 Learning
- Service to receive Free Early Education Entitlement (FEEE)
- Be classed as private, independent or voluntary
- Have regard to the SEND Code of Practice
- Agree to adhere to requirements to receive FEEE
- Be registered and adhere to Ofsted regulations
- Comply with the Equality Act 2010
- Have a named SENCO
- Clearly state their SEND offer, communicate this with parents, carers and the wider community
- Settings are expected to take a graduated approach. The cycle of action should be revisited in increasing detail and with increasing frequency.
- Inform the parent/carer of any allocation of funding given to their child.

The child must be:

- Attending and/or will be on the head count of the setting to receive their FEEE
- Within the age range of two years and school entry.

The application must be:

- Completed in all sections and carry all necessary signatures
- A complete and up to date, one page profile and SEND support plan
- Accompanied by supportive information as listed on the application form. You should seek permission from the professional concerned when including reports or letters from other agencies
- Received at least 5 working days before the Panel meeting.

Funding will only be provided where the child needs adult interventions which are additional or different from that which is normally available within a non-maintained setting. Please refer to the [thresholds for top up funding](#).

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, the Designated Officer will inform the setting SENCo to clarify and agree a way forward. The application may be deferred until the next scheduled Panel meeting following receipt of the missing details. Funding cannot be backdated for those applications refused due to insufficient information contained with the application.

Funding Details

The funding is intended to support the child to access inclusive high quality provision with reduced travelling time. The Top Up funding will be paid for the current financial year at £6.99 per hour (this may be reviewed). The funding is allocated in two ways:

- 1) For children who either have a statement, an Education Health Care Plan or are in receipt of Disability Living Allowance, top up funding may be allocated for the academic year with payments being made monthly during term time.
- 2) For children whose needs are in the process of being assessed, top up funding will be applied for each term because:-
 - The child's needs may change
 - The child's needs are short term

As the funding follows the academic year, the number of weeks allocated may change each term.

If a child attends a Leicestershire specialist early years designated provision e.g. Wigston Menphys Nursery or Sketchley Hill Menphys Nursery, then the Panel can allocate funding to a mainstream setting where a child has a dual placement. The Panel will use the following table to establish how much additional funding may be allocated to a child with a dual placement:

Attendance at Special Provision	Hours available for allocation to non maintained setting*
1 day (equivalent to 6 hours)	15 hours
2 days (equivalent to 12 hours)	9 hours
3 days (equivalent to 18 hours)	3 hours
4 days (equivalent to 24 hours)	0 hours
5 days (equivalent to 30 hours)	0 hours

*for children attending special provision we are applying a maximum of 7 sessions of 3 hours

It cannot be guaranteed that funding for the hours requested will be received or retained at the same level each term.

Payments will commence from the date of the Panel decision. There will be no retrospective funding of allocations.

As of September 2017 early years providers will be informed within 4 weeks of the panel of their allocation through AnyComms.

If the child is absent for more than 15 days the setting must notify the local authority as top up funding will cease.

Right of Appeal

Registered non-maintained early years settings do not have a right of appeal against the Local Authority's decision in this area.

Parents and carers have a statutory right of appeal against Leicestershire's Children and Families Service decision within the FEEE Code of Practice.

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 Bronwen Dowdeswell), contact details below. If a concern cannot be resolved at this point, then the matter should be taken to Suzanne Wilson, Service Manager, Early Learning and Childcare Service, contact details below.

The local authority will monitor 10% of settings receiving top up funding to ensure no misappropriation of funds.

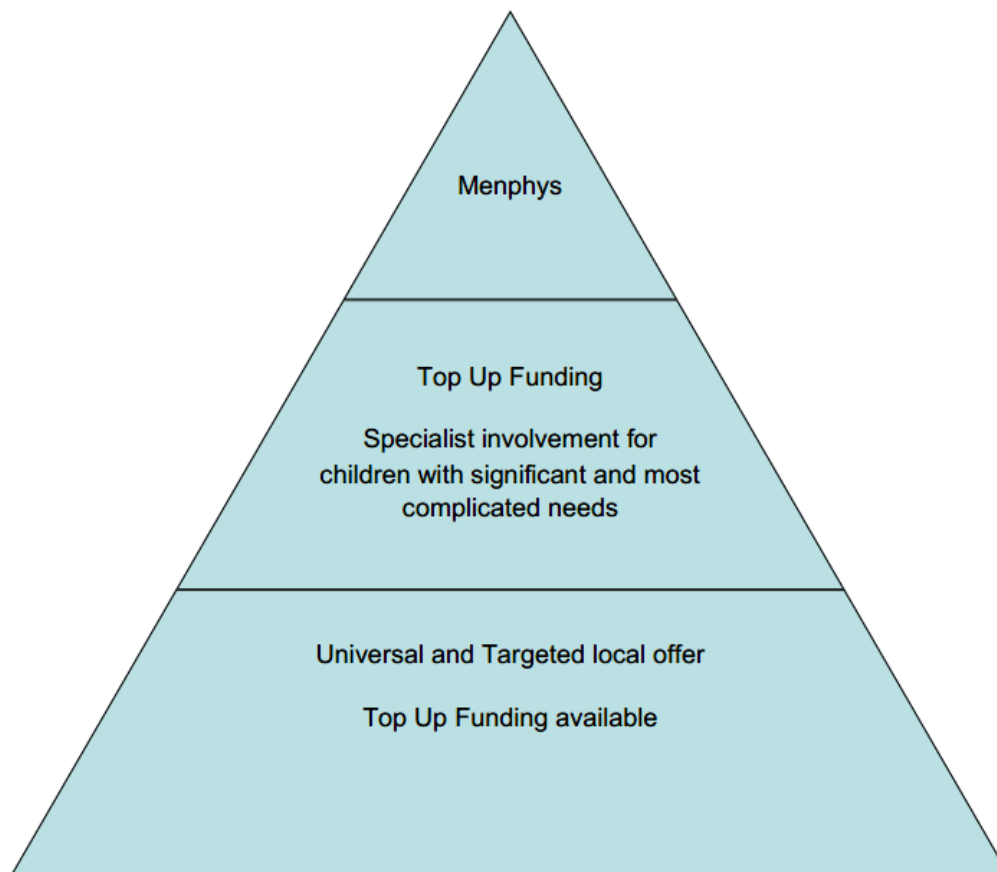
If parents or carers are dissatisfied with a service received from the department, they can put their concerns in writing to the Officers detailed below who will escalate their concerns to an appropriate Investigating Officer. The Investigating Officer will ensure the complaint is dealt with accordingly and the outcomes of enquiries are communicated to all concerned.

Bronwen Dowdeswell
Service Manager
Early Years SEN Inclusion Service
Specialist Teaching Services
Room 600, Rutland Building
County Hall
Glenfield
Leicestershire
LE3 8RA

Suzanne Wilson
Service Manager
Early Learning and Childcare Service
Room 100A
County Hall
Glenfield
Leicestershire
LE3 8RA

Exceptional Circumstance Payments

The Panel may consider allocating additional support payments in some exceptional circumstances. These will be considered on a case by case basis and usually as a short term measure to support inclusion into the setting.



Monitoring

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

Please be aware that auditable evidence demonstrating that the funding has been used correctly could be requested by Early Learning and Childcare Service Officers.

For additional staff employed, evidence could consist of staff payslips, contract or a time sheet. Invoices, delivery notes and statements should be retained where resources have been purchased.

For further advice on the evidence you should be retaining, please do not hesitate to contact the Early Learning and Childcare Service on 0116 305 7136.