

## **Appeals procedure for accessing inclusion 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 or reduced, 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 Jo Fisher within 10 days of receiving confirmation that Inclusion funding will not be received.

Appeals should be forwarded to:

Jo Fisher  
Childcare Sufficiency and Development Team Manager  
Early Years Inclusion and Childcare Service  
Leicestershire County Council  
Room R20  
County Hall  
Glenfield  
Leicestershire  
LE3 8RF or email: [childcare@leics.gov.uk](mailto: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 Authorities formal complaints policy. For more information please visit: [www.leics.gov.uk/complain\\_comment](http://www.leics.gov.uk/complain_comment)