

CRITERIA FOR ALLOCATING EARLY YEARS INCLUSION FUNDING TO FEE REGISTERED, NON-MAINTAINED SETTINGS 2019 – 2020 FOR CHILDREN AGED BIRTH TO 2 YEARS

Purpose

To support the inclusion and participation in mainstream registered, non-maintained settings for a child accessing a Leicestershire provision with significant and complex additional needs, aged birth to 2 years.

Process

A panel of relevant professionals meet 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 Setting's Responsibility

- Be classed as private, independent or voluntary
- Have regard to the SEN Code of Practice
- Be registered and adhere to Ofsted regulations
- Comply with the Equality Act 2010
- Have a named trained 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 to support their child

The child must be within the age range birth and two years

The application must:

- Be completed in all sections and carry all necessary signatures
- Ensure parental section is completed and signed. Failure to do this will delay your application.
- Have a complete and up to date targeted plan and if appropriate a SEND support plan
- Be 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
- Be received at least two weeks before the Panel meeting.

Funding will only be provided where the child needs adult interventions which are additional to or different from that which is normally available within a non-maintained setting. Please refer to the [Thresholds for Inclusion 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 Panel meeting following receipt of the missing details. Funding cannot be backdated for those applications refused due to insufficient information in the application.

Funding Details

The funding is intended to support the child to access inclusive high quality provision. The Allocations Panel agrees to fund up to a maximum of 15 hours a week, but not exceeding 38 weeks a year. The funding is allocated in two ways:

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

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

It cannot be guaranteed that funding for the hours requested will be received.

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

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 you must notify the local authority as Inclusion funding will cease.

Training for Settings

A setting may apply for the payment of courses provided by the Diana Community Nurses for children with medical conditions. This application should be in writing or by telephone to the Service Manager (contact details below). Once agreed training can be accessed. The setting will be required to pay for the training but on receipt of an invoice the local authority will reimburse monies.

Right of Appeal

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

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 the Service Manager), 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 Inclusion 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.

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.