

## Out of School Inclusion Funding Criteria

### Purpose

To support the inclusion of a child or young person into an Out of School Club who requires additional adult support, specialist equipment or training who:

- is aged between 4 – 14 years (up to the age of 18 in relation to SEND)
- requires childcare provision due to the working hours parents/carers
- lives in Leicestershire
- is accessing out of school provision
- has a special educational need or disability as defined by Section 20 of the 'Children's and Families Act 2014' and the 'Equalities Act 2010'  
<https://childlawadvice.org.uk/information-pages/special-educational-needs/>

### Scope of this document

- This document gives guidelines on the Out of School Inclusion funding and the nature of the child/young person's special educational needs and disabilities that would be considered eligible for funding. The provision is expected to support the child/young person as part of everyday good practice and in order to be compliant with the Equalities Act 2010  
<http://www.legislation.gov.uk/ukpga/2010/15/section/20>
- Children who are accessing out of school provision as a part of the 30 hours offer please complete the pre-school form.
- Please note that not all children with a special educational need or disability will require additional support to be successfully included into an Out of School Club.

### Process

- An application form must be completed. Please follow link below to access the application and guidance from the Leicestershire County Council Website.  
<http://resources.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability/funding/out-of-school-funding>
- The completed form must be returned to the Early Years Inclusion and Childcare Service via Egress, our secure email system and received prior to the relevant panel date. The panel meets three times a year and all dates can be found on our dedicated webpage.
- 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 Panel bases its decisions on the information received on the appropriate application form and with the additional documents to support the application. Additional documents include an EHCP, Educational Psychologist report, SEND support plan, Health Care Professional report or letter confirming diagnosis and needs. If the Panel considers the information to be inadequate, incomplete or out of date i.e. over twelve months old, we will email back the application to be completed fully for the next panel meeting.
- Providers will be informed of the outcome by email.

### **Criteria for funding**

- Where the child needs adult support or additional resources in the following areas which is additional or different from that which is normally available:
  - Intimate care
  - Support during meal times
  - Supporting independence with self-help skills
  - Safety of self and others
  - Transition and supporting changes in routines
  - Building relationships with peers
  - Supporting the child's communication needs through additional resources e.g. PECS, Visual timetables
  - Adapting the environment to meet the child's needs
  - Supporting the child's medical needs
  - Positive behaviour management
  - Support for personal emotional wellbeing
  - 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 resources to aid transition and settling in, and this will be assessed by the panel.
  - Training as required for health care tasks as identified by The Diana Children's Community Service.

### **The providers responsibility**

- To send the application form via Egress secure email. To ensure that the information remains secure as per the instructions on the application form.
- The setting is required to work in partnership with the Early Years Inclusion 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 run.
- Have regard to the SEND Code of Practice 0 – 25 years.

- Be registered, provide childcare and adhere to Ofsted regulations where applicable in relation to 4 – 14 years old.
- Ensure the child with SEND is of working parents/carers
- Be on the Adult Social Care Framework where applicable.
- Comply with the Equality Act 2010.
- To respond and listen to children's and young people's voices.

## **Funding Details**

1. The funding is intended to contribute towards additional staffing costs, specialist equipment or training. The Allocations Panel agree to fund at £7.50 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.

2. If for any reason applications are received late for the panel or required elements are not present then it will not be possible to process the application at that time. The application will need to be re submitted for the next panel date. Funding can only be back dated to the previous panel date.

## **Right of Appeal**

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

Jo Fisher  
 Childcare Sufficiency and Development Team Manager  
 Early Years Inclusion and Childcare Service  
 Room G20  
 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 Years Inclusion and Childcare Service will require settings to complete monitoring records and submit this information to the Monitoring Support Officer, on request. You will receive a visit from your Childcare Improvement Sufficiency 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.