

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 support, specialist equipment or training who:

- is aged between 4 – 18 years
- requires childcare provision due to the working hours of 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'. Further information is available from [Child Law advice](#)

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](#)
- Consider before applying how well the child has settled into your setting and the strategies that you have put into place as outlined within the child's EHC Plan/SEND Support Plan. Also, having taken into account working in partnership with parents/carers and other agencies, such as the school the child attends, SENCO, Educational Psychologist, Health Care Professionals etc.
- The funding is intended to contribute towards additional support costs needed, but this is not guaranteed, and Panel will consider what has already been implemented at time of application and following subsequent monitoring visits where further support and advise can be provided.

- Children who are accessing out of school provision as a part of the 30 hours offer please apply for [Inclusion Funding for Early Years](#)
- 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, and most settings meet the additional needs of children with SEND very well without the requirement of additional funding.

Process

- An online referral form must be completed. If this is the first time of applying for a particular child in your setting you will need to complete a full application. If you have applied previously for the child within twelve months, then you will be required to complete a shorter repeat application. Please read the guidance and complete an [application form](#) . The online form must be submitted by 9.00am on the pre-panel date that is shown on the website and no later. Applications received after this date will not be looked at until the following panel date. Please refer to the funding details section, point 2 below. The panel meets nine times a year and all dates can be found on our dedicated [SEND Funding Information](#) page.
- 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 online application form and the submission of any additional documents to support the application, i.e. EHCP, SEND Support Plan. If the Panel considers the information to be inadequate, incomplete, or out of date i.e. over twelve months old, we will email for the online application to be completed fully and resubmitted for the next panel meeting.
- Providers will be informed of the outcome of the Panel by email.

Criteria for funding

- Where the child needs support or additional resources in the following areas which is additional or different from that which is normally available:
 - Intimate care
 - Support during mealtimes
 - 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 e.g. Visual Aids, signing
- Adapting the environment to meet the child's needs has been above and beyond, best endeavours or a reasonable adjustment
- Physical needs
- Supporting the child's medical needs (individual cases will be considered on a case by case basis)
- Positive behaviour support
- Support for personal emotional wellbeing

Funding will only be provided where the child needs support which is additional or different from that which is normally available, and above your normal ratios. For this purpose, registers will be checked during monitoring visits. Not all children with special educational needs and disabilities require additional support 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 submit the most relevant application i.e. either full or repeat, ensuring this is completed as per this guidance and by following the online instructions provided within the online application form.
- To ensure that the information provided within the online application, and supporting documentation submitted, is accurate to the best of the applicant's knowledge and that they agree to necessary due diligence checks and monitoring visits as required. Please note, monitoring takes place at regular intervals and when deemed appropriate by the Panel.

- 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 – 18 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 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. Please note funding is no longer back dated.

Right of Appeal

If you wish to appeal the amount of Inclusion Funding awarded, an email must be submitted outlining the grounds upon which you are appealing and sent to childcare@leics.gov.uk via Egress our secure email system, marked with the reference stated at the top of the letter advising you of

the outcome of your application for funding. You will be notified of your appeal outcome within 4 weeks.

Monitoring

In circumstances where additional support is not put into place, 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 registers and numbers of children and staff in attendance at time of monitoring visit, as well as evidence of the names and hours worked by the adults supporting the child/children who are in receipt of the additional support funding, will be viewed at this visit.

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