Appeals procedure for accessing Inclusion Funding for Out of Schools, Play Schemes and Short Breaks

Providers complete the relevant application form – depending on the funding stream they are applying for

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Providers ensure they have submitted the correct form and supporting evidence as required

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Panel decides on funding allocation

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Panel informs provider of funding allocation via email

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Providers have 10 days to appeal decision in writing to Jo Fisher Childcare Sufficiency and Development Team Manager

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Provider receives an email response from the Service acknowledging the appeal has been received

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Appeals Panel meets to discuss the case

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Provider is informed of the outcome via email within four weeks of the appeal being received

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If the timescale is not able to be met provider will be informed as soon as possible

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If the provider is dissatisfied, a further appeal needs to be addressed through the Local Authorities corporate complaints and compliments policy, obtained via Leicestershire County Councils Complaint information.

Reviewed April 2022