

## **Criteria for Allocating Early Years Inclusion Funding to FEEE Registered, Non-Maintained Settings For Children Aged Birth to 2 Years.**

*September 2022*

### **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.
- 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

Funding will only be provided where the child needs significant interventions which are additional to or different from that which is normally available within a non-maintained setting. More information can be found on the [website](#).

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 Panel Chair will inform the setting SENCo to clarify and agree a way forward. The application may be deferred until the next Panel meeting following receipt of the missing details. Funding cannot be backdated for those applications refused due to insufficient information contained with 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:

2-year-old FEEE (40% most deprived)	Inclusion funding (supplementing FEEE for children with most complex needs)
£4.93 per hour	Banding: <ul style="list-style-type: none"> <li>• Band 4 – Funding for 2-year-olds with additional needs. This will be funded at £1.50 per child to match hours attended in the following brackets:               <ul style="list-style-type: none"> <li>4a – 0-9 hours child attends per week</li> <li>4b – 10-15 hours child attends per week</li> </ul> </li> </ul>

Following on from Panel, 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, the provider 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 Team 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

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

Parents and carers have a statutory right of appeal against Leicestershire's Children and Families Service decision within the FEEE Code of Practice.

## The Local Authority's Responsibility

If parents or carers have any concerns regarding the panel's decision, they should discuss this with their Early Years Provider in the first instance. If concerns are still raised, they should contact the Early Years Inclusion and Childcare Duty Desk and ask to speak to the chair of the panel, details of which can be found on the panel paperwork. If a concern cannot be resolved at this point, then the matter should be taken to Olivia Dale, Early Years SEND and Inclusion Team Manager at the correspondence below.



Olivia Dale  
Early Years SEND and Inclusion Team Manager  
Early Years Inclusion and Childcare Service  
Room G20  
County Hall  
Glenfield  
Leicester  
LE3 8RA

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.

Early Years SEND and Inclusion Team  
Early Years Inclusion and Childcare Service  
Room G20  
County Hall  
Glenfield  
Leicester  
LE3 8RA

## **Monitoring**

Monitoring of Inclusion Funding will take place by the Local Authority across the county. The outcomes of monitoring visits will be fed back to the provider.

In circumstances where funding is not used effectively, or there are discrepancies in the information given by the provider, monies will be recouped from the setting.

Please be aware that evidence demonstrating that the funding has been used correctly could be requested by Early Years Inclusion and Childcare Service.

For any further information or guidance, please do not hesitate to contact the Early Years Inclusion and Childcare Service on 0116 305 7136.