

Guidance to apply for Early Years Inclusion Funding

(April 2024)

Please use the guidance below to ensure a thorough and precise request is submitted for panel review.

Early Years Inclusion Funding (EYIF) is allocated to promote the inclusion of children within a pre-5 setting who may require additional / different provision due to their Special Educational Need and/or Disability (SEND). This funding also supports local authorities to undertake their responsibilities to strategically commission SEND services as required under the Children and Families Act 2014. Local authorities are expected to target their Early Years SEND Inclusion Funds at children with lower-level emerging SEND. 'Emerging SEND' is not defined within the DfE's guidance. We define this as children, assessed as requiring any SEND Support who do not have an Education Health and Care Plan (EHCP). At the point an EHCP is put in place for a child, the resources allocated via this EHCP will replace EYIF funding.

The provider must be registered with Ofsted on either the Early Years Register or the Childcare Register or must be legally exempt from this registration.

Early Years Inclusion Funding will only be allocated to children who are taking their early years entitlements, up to a maximum of 15 hours (Under 2s and 2-year-olds entitlements) and 30 hours (3&4-year-olds entitlements).

In their application, the provider must evidence that a child is eligible for EYIF including consideration of the following points:

- Does not have an Education Health and Care Plan
- Are not placed in an Early Years Enhanced Specialist Provision or in a special school (as these places are already funded at a higher level)
- Are not in paid for childcare for the hours claimed for EYIF
- Are not in an upper foundation class in a maintained primary school

Following each monthly EYIF panel meeting, confirmation is sought from the Early Education Funding Team, to ensure that a child is eligible for Early Education Entitlement before funding is released to the provider. This check takes place after the termly headcount deadline. Therefore, there may be a delay in payment at the start of a term. EYIF funding can only be provided if the Early Education Entitlement has been claimed for the corresponding term and to the same number of hours claimed.

For 2024/25, we continue our existing EYIF arrangements, with these arrangements extended to the new entitlements. For the new 2-year-olds Working Parents Entitlement, applications for EYIF will be considered from 1 April 2024. For the new Under 2s Working Parents Entitlement, applications for EYIF will be considered from 1 September 2024.

Due to the review and the amendment of the EYIF application form and the significant increase in applications received, checks prior to panel can no longer be sustained. Your request will be reviewed at panel and either agreed or declined to fund. It is therefore imperative that the application is completed fully in all the designated areas to ensure review at panel is successful. If additional documentation or areas of the application are not completed or eligibility is not within the criteria, you will be requested to resubmit with the necessary information and documentation to a following month panel or at a future point if the child's needs changes.

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Section 1: School/setting details

This section must have the details of the current school/setting that the child is registered.

The full school/setting name must be used so that it corresponds with finance accounts. This avoids a mis payment or delay in payment. This is particularly relevant to settings in the Private, Voluntary and Independent (PVI) sector as some settings form a chain with slightly differing site name/address.

Section 2: Personal details (child and parent/carer)

This must provide the details of the parent/carer or responsible authority representative who have parental responsibility. Apart from a parent, this may be someone with a special guardianship order or for a child in care, the appropriate representative of the local authority such as a social worker. The appropriate person would also need to sign the parental consent in section 11 of the application form.

Section 3: Involvements from other agencies

Include any details of professionals / agencies currently or previously involved and any documents provided by them in relation to the support and provision of the child. These could be from a link Specialist Teacher/Access and Inclusion Officer from the Specialist Teaching and Support Service (StaSS) Team, Portage Home Visitor, Educational Psychologist, Occupational Therapist or Speech & Language Therapist.

Section 4: Background information with views, interests and aspirations of the child and their parent/carer

Please seek parent/carer views as a necessary contribution to the information provided for the application for Early Years Inclusion Funding. Suggestions that could be included:

Views - could include background information which may provide rationale for a delay in development or difficulty/disability known from birth. This could also include if a child has been removed or had time away from the main care giver as this could clarify if support is required for emotional regulation, a transitional period or support for adverse childhood experiences (ACEs).

Interests – specialised within certain areas i.e. numbers, shapes, letters, routines, attachments, general interests.

Strengths - social interaction, separation from care giver manageable, problem solving, language in context, ability to engage in a range of activities.

Aspirations - ambition for short and longer-term timescales e.g. having a range of communication strategies, emotionally regulated, increased skills for self-care tasks, being school ready.

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Section 5: Special Educational Needs

In their application, the provider must evidence that a child is eligible for Early Years Inclusion Funding. The evidence should be in line with the following criteria:

- *Under 2s and 2-year-olds:* EYFS development levels are approximately from 10 to 17 months behind chronological age in two or more prime areas (for example, Cognition and Learning, Communication and Interaction, Social Emotional and Mental Health Needs and Sensory and/or Physical).
- *3-year-olds:* EYFS development level are approximately from 18 to 25 months behind chronological age in two or more prime areas (for example, Cognition and Learning, Communication and Interaction, Social Emotional and Mental Health Needs and Sensory and/or Physical).
- *4-year-olds:* EYFS development levels are approximately from 21 to 31 months behind chronological age in two or more prime areas (for example, Cognition and Learning, Communication and Interaction, Social Emotional and Mental Health Needs and Sensory and/or Physical).

The date is required so that progress or regression can be reviewed by the EYIF panel alongside clarity of meeting the criteria for EYIF.

Provide the assessment tool used for gathering the data as this aids the panel when reviewing for criteria.

Section 6: Bespoke provision

It would be expected that the early years provider intends to or has put in place a cycle of Assess, Plan, Do and Review.

It is also expected that Quality First Teaching and reasonable adjustments are already made for the child. These should be detailed on the application form. Provision First checklists can be used as evidence which are supported and provided from the link Specialist Teacher or Access and Inclusion Officer from the Social, Communication and Interaction (SCIL) Team. This would be a range of quality first provision and reasonable adjustments that are suggested as the basis for quality provision to enhance the learning needs of a child with SEND.

The child is likely to require small group interventions and / or structured early years experiences with high adult to child ratio of support required.

Applications are made by providers on an individual child basis using the prescribed referral form. Providers are required to fully evidence that the needs of the child have been appropriately assessed and that the provider has already made adjustments to meet the child's needs. The provider should also evidence that they have accessed all available resources e.g. Disability Access Funding (DAF) and Early Years Pupil Premium. The referral form asks the provider to set out why additional funding is now required, and the level of support (number of hours of support) requested. Decisions will be taken by a panel that will consider 4 matters in each application:

- Whether, against the agreed criteria, the child is eligible for Early Years Inclusion Funding.
- The number of hours (of the child's entitlement) support will be funded for.
- The rate of funding per hour. Provided as %.
- The number of terms (or weeks) that support is to be funded for and the expiry date.

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Section 7: Attendance

Provide the number of hours per week that the child is attending their Early Education Entitlement within the appropriate age banding.

(Early Education Entitlement eligibility will be checked against this information)

If a child is due to step up to the next age range then please note this on the application form. This ensures that an increase between 15 hours to 30 hours is sufficiently funded.

The start date is noted to ensure that sufficient time has been allowed to provide the precise information required for the submission for EYIF. This includes time for assessment data to be collated so that eligibility is assured.

Early Education Entitlement can be split as motioned by the parent between 2 differing settings. When this is the case, each setting would submit a request for EYIF on the number of hours the child attends at their setting only. Providing the other known setting if applicable helps to ensure that the child receives the support from EYIF in both settings.

Please note that this is only for Early Education Entitlement not for any paid for childcare.

The hours of attendance need to be provided as either Term Time or All Year Round (stretched). This ensures that funding is provided for the correct number of hours and weeks.

You will be notified of the weeks or terms that support is to be funded for and the expiry date. This would be determined by the panel, taking account of the child's age, needs-assessment, and timescale for transfer into reception.

Funding is non-transferrable and would cease when a child leaves a provider. Where a child leaves a provider part way through a half term then there would be a grace period for the remainder of that half term. The provider must inform Bradford Council if a child in receipt of Early Years Inclusion Funding leaves their setting/school. Any additional unspent funding after the end of that half term would be reclaimed by Bradford Council. Funding will cease when an EHCP is finalised.

Section 8: Access to funding

Additional grant funding is available to support children with SEND, including the Early Years Pupil Premium and the Disability Access Fund (DAF) grant. This funding must be utilised in the first instance prior to claiming EYIF funding.

The panel will determine whether the provider's requested hours is accepted or amended. The panel will translate this into a % of funding based on the hours a child attends their Early Education Entitlement per week.

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Section 9: Additional documentation attached with the application

If your application refers to risks to self, others or the environment then a risk assessment must be included with the application.

If your application refers to consideration of health needs then a care plan must be included with the application.

Suggestions are provided of other documentation that could be used but it is not necessary to send everything, only if it is pertinent to the request as additional information.

Section 10: Provider declaration

Typed and dated is necessary and is sufficient as it will be emailed directly from the provider and therefore ownership is presumed.

Section 11: Parental/carer consent

Parental/carer consent should be written, not typed, and dated – the application form should be provided to the person with parental responsibility to ensure full awareness of their remit of consent.

Submitting the application

If additional documentation is sent, please indicate the child's name and type of document when attaching. This ensures that supplement documents are held with the correct child's details for panel review.

All Early Years Inclusion Funding applications must be submitted via Galaxkey secure email to:
earlyyearsinclusionfunding@bradford.gov.uk

Please do not send to any other email address as there is risk that your application may be missed and therefore not reviewed at panel.