



Wokingham Borough Council (WBC)

Guidance for Providers to request Early Years Inclusion Funding (EYIF)

September 2019

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Forms referred to:

EYIF Initial Application Form & continuation form

Parent/Carer Feedback Form

The application and all supporting documentation must be sent via one secure email to eyif@weycp.org.uk entitled '**EYIF application**'

Introduction

The Children Act 1989 (Section 17(1)) places a general duty on the Local Authority to “safeguard and promote the welfare of children within their area who are in need and, so far as is consistent with their welfare, to promote the upbringing of such children by their families by providing a range and level of services appropriate to those children’s needs”.

The Statutory Framework for the Early Years Foundation Stage states that “Providers must have arrangements in place to support children with SEN or disabilities”. It also states that “Maintained nursery schools and other providers who are funded by the local authority to deliver early education places must have regard to the Special Educational Needs (SEND) Code of Practice 2014. Maintained nursery schools must identify a member of staff to act as a Special Educational needs Co-ordinator and other providers (in group provision) are expected to identify a SENCO”

The Council for disabled children ‘SEN and disability in the early years’: A toolkit states in Section 6 refers to the role that all practitioners have in supporting children with SEND. It states that in addition to the setting’s manager and the SEN co-ordinator (SENCO), all members of staff have responsibilities to disabled children and children with SEN and need to understand these and the setting’s approach to identifying and meeting SEN. Where a child is identified as having SEN, the Code of Practice envisages that the individual practitioner, usually the child’s key person, will lead the engagement with the child and the child’s parents, with the support of the SENCO and remains responsible for working with the child on a daily basis.

The Special Educational Needs and Disability Code of Practice 0-25 years (2015) states that: Providers of early years education - that is **all** early providers in the maintained private, voluntary and independent sectors that a local authority funds - are required to have regard to this Code, including the principal set out in Chapter 1 (please refer to document for more detailed guidance).

SEND support in the early years

Where a setting makes special educational provision for a child with SEND they should inform the parents and a maintained nursery school **must** inform the parents. All settings should adopt a graduated approach with four stages of action: assess, plan, do and review:

Assess - In identifying a child as needing SEND support, the early years practitioner, working with the setting SENCO and the child’s parents, will have carried out an analysis of the child’s needs. Where there is little or no improvement in the child’s progress, more specialist assessment may be sought from other agencies beyond the setting with parental consent.

Plan - The SENCo, key person and parent should work together to devise a plan with realistic and measurable outcomes; interventions and support and expected impact on development or behaviour. These should take into account the views of the child. The support and intervention

provided should be provided by practitioners with relevant skills and knowledge. Any related staff development needs should be identified and addressed.

Do - The child's key person, remains responsible for working with the child on a daily basis. The SENCO should oversee the implementation of the interventions or programmes agreed as part of SEND support.

Review - The effectiveness of the support and its impact on the child's progress should be reviewed in line with the agreed date. The impact and quality of the support should be evaluated by the practitioner and the SENCO working with the child's parents and taking into account the child's views with agreed outcome and next steps.

This cycle of action should be revisited in increasing detail and with increasing frequency, to identify the best way of securing good progress in partnership with parents throughout the process. Local authorities **must** ensure that all providers delivering funded early education places meet the needs of children with SEND and disabled children.

SEND Support within Wokingham Borough Council

The EYIF is a **subsidy**, intended to be used as a contribution towards additional support for children with identified additional and ongoing needs, where that support is recognised to be over and above that of their typically developing peers.

The Early Years Inclusion Funding can be applied for by Early Years providers in the Private, Voluntary, Independent (PVI) sector, Maintained Nursery Classes (F1) and Childminders in receipt of Early Years Free Entitlement Funding to support children with additional needs to enable them to access the curriculum.

Eligibility Criteria

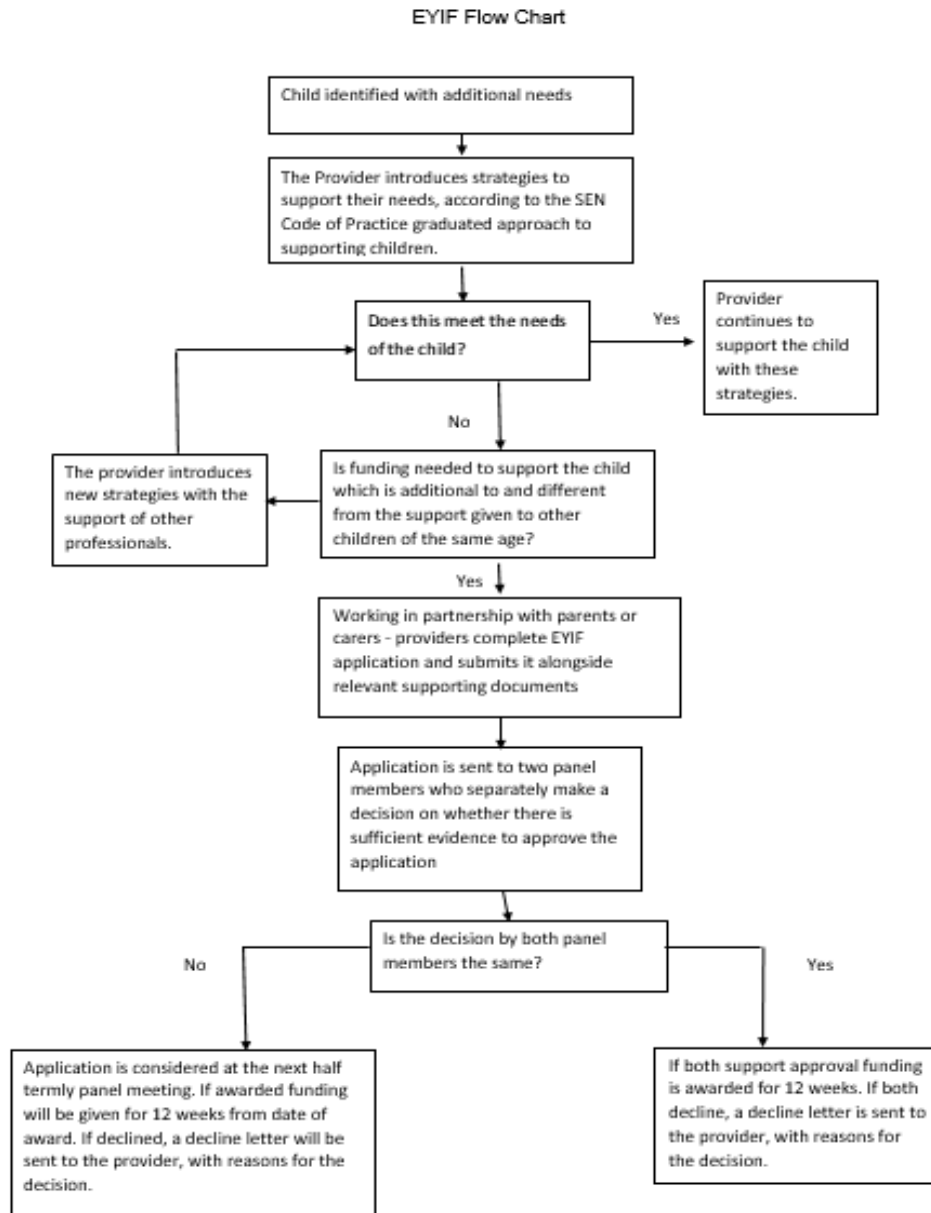
Providers can apply for EYIF for a child who:¹

- ✓ **lives** within the boundaries of Wokingham Borough Council *and*
- ✓ is in receipt of **two, three or four year old funding**
- ✓ has a diagnosed or emerging complex special educational needs attending an Early Years funded PVI setting, maintained Foundation 1 nursery class, or childminder in receipt of EY Free Entitlement Funding.

***N.B.** Children who are issued with an Education Health and Care Plan (EHCP) during the Foundation Stage and who are in receipt of EYIF will continue to have, or will be eligible for, EYIF support for the remainder of that academic year. If however, the child's place is deferred beyond*

the start of the academic year, to either the start of the Spring or Summer term, funding will come via the Education, Health and Care Plan commencing at the start of that academic year. For those children who are in a PVI (F1 & F2) and have been issued an EHCP naming that setting, the funding will come via the EHCP

EYIF Flow chart



In order for an EYIF application to be approved there must be clear evidence of the strategies that have **already** been used to support the child’s needs. As per the SEND Code of Practice (2014), Wokingham Borough Council (WBC) needs to ensure there is a graduated approach to children with SEND. EYIF can be part of that approach. It is up to early years providers to show they have tried other good-practice strategies first, using the ‘graduated approach’ before applying for EYIF.

Providers have access to the support of the Early Years Inclusion Service in the form of the Early Years Inclusion Advisor (EYIA); Early Years Advisor – SEND or the designated Early Years Inclusion Teacher (EYIT). It is good practice, but not essential, for providers to engage with the Inclusion Service before making an application for EYIF.

The Local Authority also expects Providers to:-

- Seek initial advice from an appropriate professional (e.g. NHS, or LA Early Years professional)
- Incorporate advice and targets to support learning and development.
- Apply for funding from WBC with the understanding and agreement that:
 - the person supporting the child is a *direct employee of the provider*, (not an external professional) and that any funding awarded, remains within the provider’s financial process of direct payment to that employee.
 - funded support is to deliver recognised standard mainstream strategies as advised by WBC’s EY professionals and or NHS professionals.
 - funding is awarded with the expectation that if the support given requires an adult on a one-to-one sustained basis, that adult is super-numerary to normal ratios; the super-numerary individual is permitted to share his or her time with the peer group as long as it is not to the detriment of the child or children in receipt of EYIF.
 - has written an Early Years Intervention Plan (EYIP) using the ‘SMART’ formulae, (*Specific, Measurable, Achievable, Realistic and Time-bound*) which has been regularly reviewed in line with the SEND Code of Practice 2015.
 - completed and updated the ‘Prime’ Early Years Developmental Journal (EYDJ) and termly updated grid which has been shared with parents. Completion must be from birth.
 - completed the two year old Progress Check (when appropriate) and shared with the parents and relevant Health Visitor
 - completed “Parental/Carer Feedback Form” – required for ‘Continuation’ application only
 - has supplied and or updated the ECAT (Every Child A Talker) language tracker as appropriate, completing all stages from birth.

The panel will also consider:

- number of children in the setting, already in receipt of EYIF and sessions attended. *Where these coincide, an award may be a reduced amount shared between nominated children.*
- existing adult to child ratio²
- progress the child has made

²: *It is assumed that any funding agreed will be used to enhance staffing ratios in order to increase the capacity of the child’s key person to support inclusion and independence. Any requests for resources other than staffing will require evidence of need, purpose of resource and cost.*

- whether an application has been made by more than one setting, for the same child. *In such a case the total payment will not exceed that of the child's combined total funded hours across the two settings, with an upper maximum limit of government funded hours or as defined by the local authority*

All applications are considered by at least two members of a multi-disciplinary panel comprising of representatives from the Early Years Inclusion Service, Early Years & Childcare Service, and the Educational Psychology Service. Each member will review all the paperwork independently and make a decision as to whether the application meets the criteria for EYIF. Applications with insufficient supporting documentation will be declined and returned to the provider.

If the two panel members have differing views then the application will be passed to the next full panel meeting for a decision to be made. The provider will be notified that a decision has not been reached and will be advised of the next panel date. If panel members wish to add conditions to an award of EYIF, these will be agreed by both panel members before being included in the award letter that is sent to the setting.

Each case is considered on an individual basis and this may result in the funding being increased/ decreased / ceased / combined or awarded, for more than one term.

The funding will be allocated or *repaid* in accordance with the agreed terms and conditions set out below:

- If a child in receipt of EYIF leaves a WBC setting to attend another PVI or F1 setting outside the borough of Wokingham within and up to the end of the first 6 weeks of the payment being awarded, the provider will be required to repay 50% of the termly amount.
- If a WBC resident child is moving to an out-of-borough setting, the borough will use their discretion as to whether funding is appropriate; *the borough's decision on out-of-borough funding is final.*
- If the child leaves a WBC setting after the initial six week period following payment, the provider is permitted to keep the funding to cover any costs incurred.
- If a setting closes permanently during any initial 6 week period of each award, the provider will be required to repay 50% of the awarded amount.
- If a setting closes permanently after the initial 6 weeks of any award, the provider is permitted to keep the funding to cover any costs incurred.
- If a child in either a WBC or non-WBC setting is reducing hours, at any time within the initial 6 weeks of award within the funding period, it is likely that the provider will need to repay the difference.

- Should the child reduce hours, at any time after the initial 6 weeks of award in which they are funded, the provider is permitted to keep the funding difference.
 - Funding is based on an hourly rate as determined by the local authority; *it is a contribution **only** towards the cost of supporting a child with special educational needs.*
 - Where funding has been agreed, evidence of spend must always be provided with the 'Continuation' or 'Monitoring' report. If evidence is not submitted, including that of any adult one-to-one support being super-numerary, further funding could be withheld and the previous 12 weeks period of funding may require repaying.
 - **N.B.** *WBC reserve the right to withhold funding*

Initial Application for Early Years Inclusion Funding

- EYIF can be applied for at any point. *It will be generally be awarded on a 12 weekly basis. It is the responsibility of the setting to monitor the time period in respect of a need to apply for 'Continuation' funding.*
- A fully completed application form needs to be received as appropriate by electronic mail.
- If for any reason the documentation is incomplete or on old paperwork, it will be returned to the provider and the request will have to be resubmitted.
- Any funding agreed cannot be backdated
- Completion of documents is not an entitlement to funding.
- Each application will be carefully considered and the provider will be notified within 3 weeks of the application being received.
- It is the responsibility of the provider to share the information with parents.

Continuation of Application:

Providers will be required to submit:

- a completed EYIF 'Continuation' application (now part of the initial application) for each subsequent period of 12 weeks or less should the child continue to require the same level of support.
- **updated** Early Years Developmental Journal grid (EYDJ) shared with parents.
- Parent/Carer Feedback form
- **current** Early Years Intervention Plan (EYIP)
- **current** language tracker
- **current** provision map (part of the application form)

Funding Arrangements

Once panel has agreed funding, payments are made directly to the provider's nominated bank account. The Local Authority reserves the right to audit and monitor the use of the funding. This is to

ensure that funding is used to meet the needs of the individual child appropriately.

NB: The Local Authority reserve the right to alter the amounts awarded and the criteria for eligibility at any time. Any changes impacting on future funding will be notified at the earliest opportunity.

Providers Appeals Process

Only a provider may appeal the outcome of an application for Early Years Inclusion Funding. The provider should advise the EYIF administrator as detailed on the original application form by secure email³, sending in a copy of the original application, as well as additional supporting evidence within seven working days of receiving notice of the panel's decision. This will result in the appeal being considered at the next half-termly full panel.

The Panel will:

- Review the original documentation as well as the additional evidence
- Review how the provider is meeting the needs of the child now and in the future
- Make a decision, informing the provider in writing.⁴
- *The decision of the budget holder is final*

³ Secure email is the weycp email address supplied to all PVI settings or the 'Wokingham.sch' address supplied to maintained schools

⁴ Providers will be informed of the outcome within 21 days of receipt of appeal documentation

Glossary

Code of Practice	The statutory (legal) requirements of the SEND Code of Practice 2015 0-25
Early Years guide to the 0-25 SEND code of Practice	DfE Advice for early years providers that are funded by the local authority
CDC SEN and disability in the early years: A Toolkit	The document that all EY providers should use to guide them through the statutory processes alongside the DfE SEND COP 0-25 years and guidance as above.
CYPIT	Children and Young Peoples Integrated Therapies
Early Years Hub	WBC provided online service of early years support including SEND and related advice and forms and WBC EY training courses and SENCo networks
EHCP	Education Health and Care Plan
EP	Educational Psychologist
EYDJ	Early Years Developmental Journal (condensed version as used by WBC)
EYFS	Early Years Foundation Stage
EYIA	Early Years Inclusion Advisor
EYIF	Early Years Inclusion Funding; guidance published on the EY learning hub
EYIP	Early Years Intervention Plan
EYIT	Early Years Inclusion Teacher
Local Offer	Online requirement of the SEND Code of Practice 2015 setting out the provision for supporting children with SEND in each local authority.
Mainstream	Educational provision for children of all abilities
Maintained	Provision funded by government or local authority
PVI	Private Voluntary Independent (early years setting/provider)
SENCO	Special Educational Needs Coordinator
SEND	Special Educational Needs and Disability
Super-numerary	Any supporting person is over and above the required ratio of staff to children

Sources of Support

Childminder Forum	Local authority provided forum for childminders to meet to gain support and advice
Childminder Advice	Early Years Childcare and Play Advisory Team or Early Years Inclusion Advisor
Children & Young People's Integrated Therapy	http://www.berkshirehealthcare.nhs.uk/ServiceCatInfo.asp?id=128
Early Years Childcare & Play Team	Team of Wokingham early years advisors promoting and supporting quality provision across the early years sector
Early Years Hub	http://wsh.wokingham.gov.uk/early-years-childcare-and-play/sen-inclusion/
Early Years Inclusion Advisor	Borough wide advisor to early years PVI sector on all aspects of SEND
Early Years Inclusion Teacher	Early years teacher for children with complex needs as allocated for individual children by Early Years Support Panel. Teaching mainly delivered in child's home.
Early Years Advisor - SEND	Borough wide advisor to early years sector on all aspects of SEND
Local Offer	http://www.wokingham.gov.uk/our-local-offer-for-children-and-young-people-with-additional-needs/

SENCo	Staff and parents can access support from the SENCO
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Appendix

Funding rates for year April 2019 to March 2020:

- £5.30 per hour x the number of funded weeks as declared by the Local Authority usually in periods of 12 weeks or less.
- Panel reserves the right to reduce the number of paid hours from the number being applied for by the provider.