

Completing Inclusion Funding Applications

Frequently asked questions

Application queries:

Q What is the Early Years SEN Inclusion fund?

A This is a fund that can be used to support children with special educational needs or disabilities within the setting that they attend. The funding is also used to support practitioners working with the children through training and CPD opportunities.

Q Who can apply for the Inclusion Fund?

A The Inclusion Fund can be used to support children aged 2, 3 and 4 years old, who are in receipt of the Early Education Funding and who live in Bolton at a Private, Voluntary or Independent setting, maintained nursery or childminder. It cannot be used to support children who are in the reception class of a maintained school.

Q How does it work?

A The Inclusion Fund is paid to the setting per child per term. The setting will also be informed as to what training opportunities they have been allocated. It is then up to the setting to allocate staff to support the child using the funding.

Q How do I know if the child is eligible?

A Children who are eligible will have additional needs in one or more of the following areas:

- Communication and Interaction
- Cognition and learning
- Social and Emotional Development
- Sensory and/or Physical Development

Eligible children will also:

- have an Early Help Assessment
- require support from other agencies besides nursery to meet their needs
- have additional needs that can not be met through the normal resources within a setting
- be entitled to 2, 3 or 4 year old funding and be resident in Bolton (not those in reception class)

Q) How can I apply?

A) Settings apply by submitting an application to the EYIF panel; where it is assessed against a matrix of development to determine a child's level of needs. Forms that need to be submitted within the application by the given termly date are:

- The Early Help Assessment form
- Any Early Help Review forms
- External agency letters/reports
- ASQ summary information

Q) Is the Early Help Assessment required? What if I am not the lead professional and I don't have the EHA?

A) Yes, the EHA and any review forms hold information necessary for the panel to determine the child's needs and interests, in order to assess whether they will be allocated some funding. If you do not have a copy of the EHA you can find out the name of the lead professional by contacting the Integrated Working Team on 01204 33139 or email boltonISA@bolton.gov.uk you can then contact the lead professional and ask them to provide you with a copy to submit.

Q) When can I apply for the Inclusion Funding?

A) There is a deadline date for every term in the year and shortly after the deadline date the panel meet and review the applications. The deadline dates can be found on the Start Well website: www.boltonstartwell.org.uk

Q) Can I email the forms over instead of posting the application pack?

A) Yes the Start Well SEND manager, Alex Baxter has a secure email facility set up please contact her if you would like details of the email address. If you are choosing to send the pack through the post or hand delivering it please remember to double envelope the information and ensure that you write Private and Confidential on the outer envelope.

Q) Can I submit my application early?

A) Yes you can, but think about this carefully. The application won't be looked at until all applications have been gathered in, and you need to consider whether any further information may become available before the application deadline date that you may want to include and would help to support your application.

Q) Can I submit my 'Early Help Assessment' forms with the parents name typed in or state "retained in the office copy"

A) Yes. When information is submitted to the panel there must be parental consent that the EYIF panel team have their permission to read their child's information. Therefore it needs to state the 'Inclusion Fund panel' in the consent box and the signature needs to be included or it needs to state 'signed copy kept in setting' (it is the settings responsibility to ensure that this has been done and parents are consenting to this application being submitted.) This should be a copy of the original document. See the example below:

Early Help Assessment and Action Plan Form

Consent section

Before sharing this information with other services, consent must be sought and agreed. Please keep a signed copy in your records. (This can be a scanned copy). Record electronically on the form the name of the person who signed it, the date it was signed and complete a statement in the Additional notes section that a signed copy is kept in your records.

Consent statement to be completed by parent and/or child (if they are old enough)

I understand and agree with the information that is recorded on this form. I understand and agree that it will be stored and used for the purpose of providing services.

I have had the reasons for information sharing explained to me and I understand those reasons.

I agree that the agencies who need to receive this information are: (please list)

Parent/Carer: <input type="text"/>	Name: <input type="text"/>	Date: <input type="text"/>
Parent/Carer: <input type="text"/>	Name: <input type="text"/>	Date: <input type="text"/>
Child/Young Person: <input type="text"/>	Name: <input type="text"/>	Date: <input type="text"/>
Practitioner: <input type="text"/>	Name: <input type="text"/>	Date: <input type="text"/>

Any Other Additional Notes or Comments:

When the consent statement has been signed, and agreement gained to share the information, a copy should be sent to the services named above. A copy should be provided to the family.

For quality assurance and reporting processes, please also ensure a copy of this form is sent securely to:

There needs to be the parent's signature here or state 'Signed copy in setting'. This can be scanned and sent securely.

Here in the list of agencies it must state 'Inclusion Fund Panel' if it does not state this we cannot look at this information.

Q) What happens if the child is due to have a review meeting just after the deadline for the application to be in?

A) You need to send in what the child has at the time the application is due, you are welcome to put in an additional note to inform the panel about the intended review meeting and what the likely outcomes from the meeting might be.

Q) Who is on the Panel and will they already know about the child?

A) The panel members consist of professionals from Educational Psychology, Ladywood Outreach, Speech and Language Therapy, SEND Advisors and Managers.

Q) What do I do if I want to apply for a high needs place and am unsuccessful and want to apply for the inclusion fund?

A) You can submit both application forms together, if you are unsuccessful for a high needs place your inclusion fund application will then be considered.

Q) What happens if my Early Help Assessment has been completed and there is information missing or it is not good at telling the story of the child? Can I re-do the Early Help assessment to support my application or do I have to just include it?

A) In order for you to get the best possible outcome from your application the panel members need to see that the EHA and any review forms are clear in showing the needs of the child and that it is accurate in telling people who do not know the child all they need to know about their development and the 'story of the child', It should be clear in detailing what goals and actions you are working towards with the child, what agencies are working with them and that the information is up to date. If an EHA has been completed and you feel this has missing information or perhaps someone else has previously been the lead professional and you feel it doesn't tell the child's story, you should discuss with the lead professional and consider if you are best placed to become the lead professional and lead an EHA review in order to detail the missing information, If this is before the 6-8 week review period that's fine. **NB if you review or initiate an Early Help Assessment for the Inclusion Fund, please ensure that a copy is sent to the Integrated Working Team (details above)**

Q) What is a 'SMART' target?

A) A SMART target is **S**pecific, **M**easureable, **A**chievable, **R**ealistic and **T**ime-limited

Example of a SMART target:

-James will play at an activity of his own choosing for at least 3 minutes each nursery session using his visual timeline.

Example of what is **not** a 'SMART' target:

-James will play longer at an activity

Q) Do I need to submit reports from targeted support services?

A) Settings should have copies of reports from all targeted services involved with the child and copies of each of these should be included with the application. Parents' permission must be given to share these in order to apply for the fund. To qualify for the Inclusion Fund there must be at least one targeted support service working with the child.

Examples of targeted services include; Speech and Language Therapy, Ladywood Outreach Service. Educational Psychology Service, Physiotherapy, Occupational therapy or Paediatrician.

NB Reports from universal services cannot be accepted as they do not provide the additional information that is needed by the panel (e.g report from setting/health visitor)

Q) What if there are no reports available?

A) If the child has been assessed by a targeted service and you are having difficulty getting a copy of the report please let us know.

If the child has not been assessed by a targeted service, they will not be able to access the Inclusion Fund.

Q) Can I use the Inclusion Fund to release staff to attend meetings or complete SEND paperwork?

A) The Inclusion Fund should mainly be used to enhance staffing levels for a child as this has the greatest impact on the child's learning and development. Attending meetings and completing paperwork is part of a settings responsibility under the Early Years Foundation Stage and SEND Code of Practice.

Q) What can the Inclusion Funding be used for?

A) The Inclusion Fund should mainly be used to enhance staffing levels to support the child which will have an impact on the targets you set out from the Early Help Assessment/review in the

provision agreement. Settings must be able to account for the impact of the Inclusion Fund on a child's progress and provide evidence of how it has been used when asked.

Q) Can I use the Inclusion Funding to purchase resources for the Child?

A) The Inclusion Fund should mainly be used to provide an enhanced staffing ratio to provide direct intervention for a child. If the child is in receipt of Disability Living Allowance they can apply for the Disability Access Fund, this is a one-off amount of money per year to be used to develop the settings environment to make it more accessible for the child with special educational needs or disabilities. You can find out more information on this in the 'Disability access fund' and 'Useful links' section within the special Educational needs and disabilities section of the Start Well website.

<http://www.boltonstartwell.org.uk/resources/send-and-inclusion/send-specialist-funding/the-disability-access-fund/>

Q) How will I find the outcome of whether my application was successful?

A) Once the panel of representatives from Early Years and specialist services have convened and considered the requests, the setting will receive a letter with the outcome of what has been decided.

Q) What happens if I apply and I am unsuccessful?

A) As stated above a range of professionals have been chosen to decide on what applications will be successful in being allocated funding and training opportunities, using a standard developmental matrix. If you are informed you have been unsuccessful you can have a look through the developmental matrix that the panel uses, this can be accessed from the Start well website:

<http://www.boltonstartwell.org.uk/resources/send-and-inclusion/send-specialist-funding/early-years-send-inclusion-fund/pre-school-matrix-developmental-needs/>

If you are still unsure we can arrange to come out and visit you and take you through why that decision has been made. In some circumstances people have been unsuccessful due to a lack of important information or the application seems to tell the story of the child incorrectly. In both of these cases you are free to re-submit your application with the additional information ready for the next deadline date.

Q) What is the funding agreement?

A) Once the panel has agreed to offer EYIF, a funding agreement will be sent out to the setting to confirm the amount of funding and training opportunities we have allocated for them. This must be signed by the manager/owner/registered person and returned to the SEND manager before the EYIF fund can be released to the setting.

Q) How long is the funding for?

A) The funding is generally allocated for 2 terms. If the child you are applying for has only 3 terms left before starting school the funding will run for these 3 terms.

Q) How will the funding be issued to the setting?

A) Maintained schools will receive payments directly into the schools accounts from the Local Authority. Private settings and childminders will receive BACS payment into their account. The payments are made monthly.

Q) Why doesn't the Inclusion fund continue into Reception class?

A) Every school receives an amount of money to help make special educational provision to meet children's SEN's. This is called the 'notional SEN budget'. The government has recommended that schools should use this notional SEN budget to pay for special educational provision to meet a child's SEN up to a certain level. Preschool settings do not have access to this additional funding for SEN as part of their 2, 3 and 4 year old funding and therefore need access to the Inclusion Fund.

Q) What happens if a child is absent?

A) The child's attendance will have significant impact on their progress towards the targets set. It is important to monitor a child's outcomes across each half term, if a child has less than 50% attendance over a half term, the setting must notify the Start Well SEND Manager by telephone or email:

Alex Baxter Start Well SEND Manager

01204 338355 alex.baxter@bolton.gov.uk

The panel will make a decision regarding future funding based on attendance.

Q) How is the Inclusion Fund monitored?

A) Settings should keep evidence of how the supplement has been used in the setting and the child's progress and this will be monitored through visits with the Start Well Service and/or Ladywood Outreach Service. Settings will take part in monitoring visits where arrangements for the Inclusion Fund and progress will be discussed and observed. These visits will be timed to align with planned reviews of EHA.

Q What if the child moves setting?

A The Inclusion funding will follow the child to their next setting if the child continues to live in Bolton, the new setting would be expected to work towards the outcomes set for the Inclusion Fund. A setting should inform the Start Well SEND Manager immediately that they become aware of plans for a child to move between settings.

Q Can the funding level be increased?

A If you feel that the child's needs have changed within the term, you can re-submit the evidence to the next panel with additional information.

Q What happens when the Inclusion Funding finishes?

A Once the funding finishes, settings can re-apply for further Inclusion funding following the procedures outlined above, unless the child is going to be in Reception Class.

Q Where do I send the application for the Inclusion Fund?

A Send completed applications and information to the following address by the termly deadline dates to:

Alex Baxter
Start Well SEND Manager
Start Well Service
Harvey Start Well Centre, Shaw Street, Bolton, BL3 6HU

Q. What additional support is available?

A. Look out for workshops and training courses that will regularly be offered to support practitioners and partners in completing EHA's and EHA reviews. There is also a detailed guidance document that you can look through when completing the forms to help you understand what information needs to go where. <http://www.boltonstartwell.org.uk/resources/send-and-inclusion/send-specialist-funding/early-years-send-inclusion-fund/>

