

## **Guidance Notes for Early Years SEN Inclusion Fund Support** *(Formerly DCC ETAEYS)*

- Early Years SEN Inclusion Fund is open to requests for children who attend early years settings within Derbyshire.
- Children are eligible for Early Years SEN Inclusion Fund if they are in receipt of government funded nursery places until the end of their first term in Reception.
- Maintained and non-maintained settings can apply for Early Years SEN Inclusion Fund.
- Children must have significant barriers to learning and require more support than that which can be provided through normally available resources. Learning needs may be temporary or long term.
- The Local Authority will usually only consider a request for an Education Health Care Needs Assessment (EHCNA) which may result in an Education Health Care Plan (EHCP) when a child has already received additional intervention and support over and above that which is usually provided. Therefore as part of their Graduated Approach, settings should have made provision through their normally available resources and Early Years Inclusion Fund *before* an EHCNA is considered.
- Settings will be expected to provide a summary of a child's Special Educational Needs and/or Disability (SEND), and information about the child's level of Early Years Foundation Stage (EYFS) development
- Settings will be expected to evidence their use of the Special Educational Needs and Disability (SEND) Early Years Descriptors as part of their Graduated Approach.
- Settings must detail the learning outcomes and interventions they will use if Early Years SEN Inclusion Fund is agreed and provide an estimation of the time interventions will take to support the learning.
- Clear, measurable outcomes for the child must be included in the referral.
- Settings must submit evidence that parents have been consulted about the referral.
- Children with an EHCP will not be eligible for Early Years SEN Inclusion Fund.
- An EHCNA can be requested while a child is in receipt of Early Years SEN Inclusion Fund. If the EHCNA is agree Early Years SEN Inclusion Fund will continue until the outcome of the EHCNA.
- If a child receiving Early Years SEN Inclusion Fund leaves a setting the Local Authority must be notified immediately as, where appropriate, Early Years SEN Inclusion Fund can be transferred to the child's next placement.
- When a child is due to transfer to school, the setting and school can request that Early Years SEN Inclusion Fund continues until the end of the child's first Derbyshire term in Reception. A joint application should be made, clearly

identifying the outcomes for nursery and then Autumn1. Schools are required to fund the first 9 ½ hours of the child's support through Element 2 funding. If a child meets the relevant criteria SSEN support for children can be requested at this point.

- Maintained Nursery Schools can apply for Early Years SEN Inclusion Fund, but will be expected to fund the first 5 hours of a child's support from their ERS budget.
- Early Years SEN Inclusion Fund applications for children attending nursery provision for up to 30 hours should be completed in the same way as 15 hour requests. All resources are allocated on the basis of the child's needs, interventions, learning outcomes and anticipated timings provided.
- If the child attends more than one setting as part of their nursery entitlement the application must be submitted jointly. If one of the settings is maintained, they should take the lead in making the application.
- Early Years SEN Inclusion Fund will usually be agreed for periods of six months. After evaluation, where appropriate, a new request can be made for further support
- If a child arrives at a setting with very significant needs and may be at risk of exclusion then the setting can apply for EYIF to last 3 months. During this time it is expected that the setting will complete a baseline assessment and be able to evaluate some learning outcomes in readiness for an evaluation application.
- Applications are accepted for children with medical needs but must be accompanied by a health care plan with advice from a health care professional.
- Two year olds are eligible for EYIF up to 15 hours.

## Completing a Early Years SEN Inclusion Fund Request

The following forms must be completed and sent to the Special Needs Section, Children's Services, County Hall, Matlock, DE4 3AG.

### 1. Early Years SEN Inclusion Fund request form

All sections must be fully completed to ensure that the request can be processed without delay and then monitored.

### 2. Parent's views form

Practitioners must include parents/carers in all aspects of the Early Years SEN Inclusion Fund process, by meeting and planning together to ensure that parent/carer views are represented in all decisions. Parents/carers must sign to agree/give consent. To ensure that person centred approaches are used parents'/carers' views can be sent in using the document provided or in any other format.

*It should not be necessary to provide any additional reports if the Early Years SEN Inclusion Fund referral form has been filled in correctly. Please do not submit additional sheets or attachments.*

### **Moderation of Requests**

- Early Years SEN Inclusion Fund requests will be moderated weekly. Local Authority representatives will evaluate requests, ensuring parity and equity of resource distribution, consistency of approach and allocation.
- If requests are agreed, practitioners will be informed and funding allocated. Settings are responsible for implementing the provision and ensuring progress towards outcomes and including parents/carers in this process.
- If refused, the setting is informed of the reasons for this and any further steps they may need to take.

### **Evaluation of Early Years SEN Inclusion Fund**

In the month before the Early Years SEN Inclusion Fund funding end date specified by the LA, the setting **must** review the plan with parents/carers and complete the Evaluation/Monitoring Form and return this to the SEN Section, County Hall.