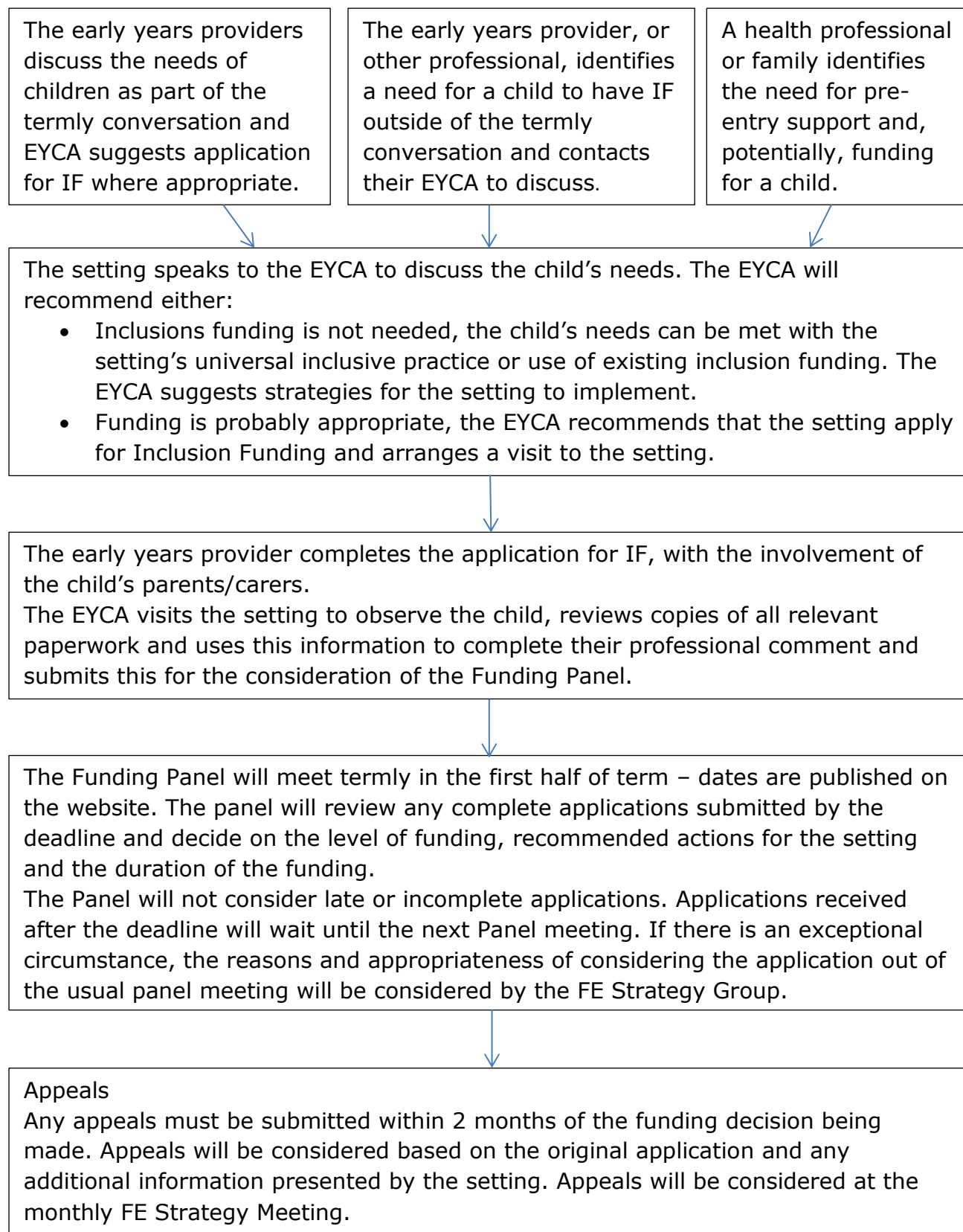


Inclusion Funding Application and Review Process

Inclusion funding (IF) is available for children accessing their Free Entitlement with a private, voluntary or independent early years provider – this can be for the universal 15 hours or the extended 30 hours entitlement and includes the two, three and four year old entitlement.



Equipment Funding Requests

If specialist equipment is recommended by a physiotherapist or occupational therapist to support a child to access the environment, the setting should complete an Inclusion Funding application form and include the information provided by the health professional and submit the application to inclusionteam@westsussex.gov.uk .

Applications for funding for specialist equipment will be considered at the time they are received and will not have to wait until the next Funding Panel meeting.

Inclusion Funding Reviews

The use of, and ongoing need for, funding will be reviewed by EYCA's as part of the termly conversations in settings. During this conversation you will be expected to discuss how the funding is being used to support the needs of the child and how you intend to continue with this support.

In addition:

- For short-term funding, the setting will complete a self-review form to show how the funding has been used and the impact for the child at the end of the agreed funding period.
- For ongoing funding, the setting will complete a self-review each year to show how the funding has been used, the impact for the child, the child's ongoing needs and next steps. They will also complete a self-review form at the end of the funded period.

A full review will be completed if the funding was awarded before the child started attending the setting or if there is a potential need to change the level of funding awarded.

- A full review is carried out by the EYCA visiting the setting, observing the child, reviewing the settings paperwork and completing a Professional Comment form. A full review can be triggered by the Funding Panel or the EYCA.
- A self-review must be completed by the setting and returned to inclusionteam@westsussex.gov.uk by the dates set by the Funding Panel. Completing a self-review is an opportunity to review and update the previous targets and to engage with the child's family to discuss how their child is being supported using the funding available. The review also gives an opportunity for us to review the impact of the funding that we have provided on outcomes for the children.

Changes to Funding Awarded

If, as a result of the conversation with the setting or another professional supporting the child, a need for a change to funding is identified, then the EYCA will complete a full funding review.

The funding level might change as a result of the changing needs of the child, the setting's use of funding or the child moving to a new setting.

Inclusion Bursaries will no longer be awarded as accessing training to meet the needs of a child should be part of universal inclusive practice.

If a child in receipt of Inclusion Funding moves to a new setting, the funding will transfer with the child in the same way that Free Entitlement payment is transferred. Please notify inclusionteam@westsussex.gov.uk as soon as you become aware that a child in receipt of inclusion funding is going to be moving to a new setting. Once a child is accessing a new setting, this will trigger a full funding review by the EYCA but the new setting will not need to apply for inclusion funding for the child. Whenever a child leaves a setting, we will ask the setting to complete a self-review to update the next steps and progress towards outcomes and to ensure that we have a record of the use of funding. With parental agreement, it is beneficial to share this information with the new setting that the child is attending so that the practitioners from the new setting can build on the work you have been doing.

Inclusion funding for children who do not live in West Sussex

Following changes made to the statutory guidance, applications for inclusion funding should be made to the local authority in which the setting that the child attends is located. Therefore, all inclusion funding applications from West Sussex early years providers should be made to West Sussex.

Please note:

Application forms and Self-review forms have been reviewed and updated. The new versions will be added to the website. Please use these new forms for any new applications for funding and any self-reviews from next term.