

# **Slough Early Years Service Special Educational Needs Inclusion Grant**

## **Guidance notes and process**

To support the inclusion of children aged 3 & 4 years old with low level / emerging special educational needs or disabilities (SEND) who attend registered early years provision.

## Background

Slough Early Years Service recognise that, despite the best efforts of providers to meet the needs of children with SEND, occasionally settings will need to implement strategies that are additional to or different from their typical provision. Therefore, the Early Years Service manages a small budget to enable Early Years providers to cater for the support needs of children aged 3 & 4 years old where additional care or resources are required at additional cost.

The grant is intended to be used as a contribution towards providing additional resources and support for children with low level / emerging SEND where a provider is unable to meet the costs from their own funds, and is not necessarily expected to cover full costs or long term staffing costs.

It should be noted that Early Years settings are expected to provide for all children regardless of need and this should be taken account of within the business model. For more information, please refer to:

- Special Educational Needs and Disabilities Code of Practice
- Early Years Foundation Stage

It is important to emphasise that the Early Years Service cannot guarantee that this grant will continue or be maintained at the current levels in future years, and providers are reminded that they have a responsibility to meet the needs of children with SEND. Providers should not rely on this supplementary, short term funding as part of their long term business planning.

## Who can apply:

Any registered Early Years provider who cares for children aged 3 & 4 years old (excluding children in reception classes).

## What can we apply for?

- Funding for specific resources
- Funding for targeted or bespoke training on specific issues or conditions
- Short term\* funding for additional capacity to support the inclusion for a specific child or groups of children which will enable the setting to be fully inclusive - where all other options have been tried/explored
- Support for transition arrangements, the grant is not intended to be used for children who require long term one to one adult support

Note: All grants are for funding revenue only and therefore cannot be spent on capital projects. If you are not eligible for this grant, there are a range of national and local organisations who provide grants which may be appropriate. Grants streams are updated regularly and can be identified through internet searches.

## What can't we apply for?

- Funding for children from the Reception Year of School (Year R) upwards to access provision during the normal school working day

\*The applicant should determine the length required according to individual needs

- Funding to support a child where your setting is already in receipt of SEN funding<sup>1</sup>, unless there are exceptional circumstances. This is because this provision is already funded by Slough Borough Council from other sources
- Funding for a child accessing a setting outside of Slough local authority area

### **What are the principles underpinning this process?**

- The setting will explore the best ways to meet the child's needs prior to making an application and will discuss this with the child's parents/carers and the Senior Area SENCo or school SENCo.
- Alternatively the setting will have discussed with the Senior Area SENCo the overall inclusivity of the setting and explored all options prior to making an application
- The setting will engage with outside support agencies to meet the needs of the child/ren
- The setting will try to provide their own staffing solutions before making an application.
- The grant is intended to be used as a contribution towards staffing costs where a provider is unable to meet the costs from their own funds, and is not necessarily expected to cover full costs
- Where applicable robust risk assessments will be carried out and provided along with the application
- The grant is intended to be used as a contribution towards providing additional resources and support where a provider is unable to meet the costs from their own funds, and is not necessarily expected to cover full costs
- The settings Local Offer must be complete and updated with in the last 2 years.

### **Criteria for grant applications:**

All applications must:

- Provide evidence of the need for funding including an explanation of why this intervention is in addition to the overall provision
- Provide information on costs and how funding will be spent by completing the application process
- Applications may include supporting evidence. Please ensure that any supporting evidence for your proposal is concise and clearly related to the proposed benefits for the child/children. However all applications and the supporting evidence should be anonymised and should not include children's details.
- Agree to the conditions of the grant listed below and stated in the 'standard terms and conditions'.
- Agree to the additional specific conditions of grant if identified in the grant award letter
- Be discussed and endorsed by the Early Years Senior Area SENCo, Early Years Advisory Teacher, SEN Advisory Teacher or Early Years Development Worker.

### **Conditions of grant**

The items listed below are only intended to be an overview of the grant agreement you will sign with us. We will expect you to:

- Use the grant only for the purposes as detailed in your application
- If appropriate be registered by Ofsted under the Children Act 1989
- Have sound financial management systems to monitor expenditure of the grant, ensuring that receipts for all equipment or other items purchased with the grant are retained for at least five years
- Provide financial accounts covering the grant period upon request

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1. Early Years 1:1 inclusion funding / Education Health and Care Plan funding

- The Early Years Service reserves the right to request the return of all equipment or other items purchased with the grant if the grant agreement is breached or the setting closes within five years
- List any single item where expenditure on that single item is over £100 on an assets register and note it in the monitoring reports when they are requested
- Maintain a specific bank account for the organisation. The account must be dual-signatory, unless you are a sole trader and you must use your best endeavours to safeguard your bank arrangements against fraud on the part of directors, governors, staff or parents
- Have adequate and suitable insurance to cover all claims made by or on behalf of children, staff and visitors to the premises
- Provide monitoring information to us as requested detailing expenditure during the grant period
- Show the grant separately in your annual accounts as grant aid from Slough Borough Council
- Complete and keep up to date (every term) the records held by the Family Information Service on the Slough Services Guide including the Local Offer information

## How to apply

You **must** discuss your application with your Early Years Senior Area SENCo, Early Years Advisory Teacher, SEN Advisory Teacher or Early Years Development Worker prior to submission.

They will:

- 1 Provide initial advice and guidance about including children / a specific child
- 2 Support you in completing the application process for your setting, all supporting evidence must be anonymised.
- 3 Advise you about any training courses
- 4 Where there is disparity between the professional judgements of the setting and the Early Years Senior Area SENCo, Early Years Advisory Teacher, SEN Advisory Teacher or Early Years Development Worker regarding the level of support required, the setting may complete the application process without endorsement

*Please see below for the application process flowchart*

## Funding process

Proposals must show clearly where spending will occur. There is only limited funding and grants will only be given to providers who show a clear need for financial support with identifiable benefits for individual or groups of children.

The application form and supporting documents must be sent to the Early Years Senior Area SENCo, following a discussion that identifies the needs of the child in order to facilitate consideration at the next panel meeting (capacity dependant).

All grant applications received will be reviewed by the panel and applicants will be notified of the outcome within 30 working days. Where applicants request a quick turn around and there is capacity within the panel a 7 working day process will be applied.

Some applications may be unsuccessful and in this situation the applicant will be given some feedback and guidance on what amendments to make should they wish to resubmit at a later stage.

### **Payment of grant**

The grant will be paid within thirty working days of the receipt of an invoice and the signed grant agreement, split payments may be considered where it is deemed applicable by the panel. All settings are required to create an invoice that will be a request for the grant payment and upon receipt of the grant payment the setting will be able to make their purchases.

The setting will be required to demonstrate how the grant was used and how this impacted on the outcomes for the child/ren. This may require completion of a short impact report and receipts of the grant spend will be required.

### **Who to contact for advice / guidance**

For further information or to discuss an application please speak to your Senior Area SENCo or your Early Years Advisory Teacher and/or your Development Worker. If you are unsure who this is please contact the Slough Early Years Service who will be able to assist you.

**Please ensure that you have read and fully understood the above guidelines before starting the application process**

Slough Early Years Service  
Early Years Inclusion Grant  
St Martins Place  
51 Bath Road  
Slough  
SL1 3UF  
Email: [eyinclusiongrant@slough.gov.uk](mailto:eyinclusiongrant@slough.gov.uk)  
Tel: 01753 476554

## Slough Early Years Service Inclusion Grant Application Process Flow Chart

The setting explores the best ways to meet the child's needs prior to making an application and will discuss this with the child's parents/carers and the Senior Area SENCo or school SENCo

Early Years provider identifies a requirement for additional funding to meet the needs of a child/ren with low level, emerging SEND\*

Prior to completing the application form, the applicant will:

- Review strategies/interventions that have been implemented to meet the child's needs so far
- explore a variety of ways to meet the child's needs
- explore outside agency support
- provide their own staffing solutions

Information and comments from agencies and partners involved with the setting will be sought to support planning. This could include reports or assessments

Where there is no funding requirement the strategies are agreed and put into action

Where funding would support the setting to remove identified barriers to inclusion for an individual / group

Applicants complete the application form

Send completed and signed application form and supporting documents to [eyinclusiongrant@slough.gov.uk](mailto:eyinclusiongrant@slough.gov.uk)

The Early Years Senior Area SENCo will check the form and will either:

- a. request further information from the setting or
- b. send the endorsed\*\* application form and supporting documents to the panel administrator

The Grant Panel assesses the application

Grant declined

The panel administrator will inform the setting, outlining the reasons why the application was declined. Senior Area SENCo support will continue as appropriate

Grant agreed

The panel administrator will inform the setting (along with any conditions), copying in the Senior Area SENCo, and sends the grant agreement form for signature

On return of signed grant agreement the panel administrator will arrange payment

Appeals Process: applicants wishing to appeal should email [Clare.Thompson@slough.gov.uk](mailto:Clare.Thompson@slough.gov.uk) detailing the reasons for the appeal

\*Special Educational Needs and Disabilities

\*\*Senior Area SENCo will only endorse an application for staffing, where all other non staffing strategies/interventions have had little or no success in meeting the child's needs and additional staffing is the only way a child's needs can be met