**Appendix C**

**Disability Access Fund (DAF)**

**Provision for disabled children and children with special educational needs (SEN)**

Providers must have arrangements in place to support children with SEN or disabilities. Maintained schools, maintained nursery schools and all providers who are funded by the local authority to deliver early education places must have regard to the Special Educational Needs Code of Practice

In April 2017 the government introduced a new targeted early years Disability Access Fund. This fund provides an annual lump sum payment of £615, per eligible child, to be paid to early years settings that are providing a free entitlement place for three and four year olds in receipt of Disability Living Allowance (DLA). The purpose of the Disability Access Fund is to support early years providers to make initial reasonable adjustments, build on the capacity of their setting to support disabled children and aid access to places.

**Eligibility**

Three and four year olds will be eligible for the DAF if they meet the following criteria:

* the child is in receipt of child disability living allowance and;
* the child receives free early education.

Please note that four year olds in primary school reception classes are not eligible for DAF funding. Children become eligible for free early education at different points in the year depending on when they turn 3.

**Entitlement**

The settings of three and four year olds eligible for the DAF will be entitled to receive a one-off payment of £615 per year. If the child changes provider within the financial year, the new setting will not receive another payment of the DAF. The new provider will need to wait until the following financial year.

**Identifying eligible children**

Early years providers are ultimately responsible for identifying eligible children and providers are encouraged to speak to parents in order to find out who is eligible for the DAF. Providers will ask parents to complete a DAF application form and provide a copy of the child’s DLA award letter.

**Distributing DAF funding to early years providers**

If a child eligible for the DAF is splitting their free entitlement across two or more providers the parent is only able to complete one application form which asks parents to nominate the main setting (usually setting where child accesses the majority of hours). This setting will be where Slough Borough Council will pay the DAF for the child.

In cases where a child who lives in one authority area attends a provider in a different local authority, the provider’s local authority is responsible for funding the DAF for the child and eligibility checking.

All early years providers who are eligible to receive funding for the 3 and 4 year- old early entitlement education are also eligible to receive the DAF.

A DAF payment will be made to a provider following an actual headcount submission in line with the final funding payment for each term.

**Slough Early Years Disability Access Fund**

**Parent Application Form**

Providers who offer 3 & 4year old children free early years education can apply to claim Disability

Access Funding (**DAF**) to support disabled children to access the free entitlement. A lump sum payment of £615 per year is available to providers who have eligible children in receipt of child Disability Living Allowance who are claiming free early years education.

By completing this form you agree to DAF funding being paid to one Early Years provider as an one‐ off payment. If you move your child to another provider during the year then the DAF funding is not transferable.

Please return this completed form to your early years provider along with a copy of your child’s Disability Living Allowance letter confirmation. The early years provider will then send the form and proof of eligibility to Slough Borough Council.

**ABOUT YOUR CHILD**

Child’s legal first Name:

Child’s legal Surname:

Child’s Date of Birth:

Home address and postcode

Name of early years provider you wish to receive DAF funding:

Child’s start date:

**PARENTAL CONSENT AND DECLARATION** (please read above before signing)

**I declare that:**

* I am the parent/legal guardian of the child named on this form
* The above detailed information relating to my child is complete and accurate and I will notify the provider of any changes.
* I have provided evidence that my child is in receipt of child disability living allowance
* I confirm that my child is in attendance and claiming their free early education at the early years provider named above.
* I understand that if I move my child to another provider that the DAF funding is not transferable
* *Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you and your children on our database. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes.  For further information please visit:* [*http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notices.aspx*](http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notices.aspx)
* *Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at* *DataProtectionOfficer@slough.gov.uk*

Signature of parent/guardian: ……………..……………………….…… Date:……………………….

**PROVIDERS CHECK**

I confirm that the child named above is in attendance and claiming their free early education and I have attached official documentation validating the child’s details.

Signature of Provider: ……………..……………………….…… Date:……………………….