

INCLUSION WORKS CRITERIA FOR TERM TIME FUNDING - EARLY YEARS



Early Years Service

1.0 Purpose

The Inclusion Works Early Years Term Time Panel aims to support the Plymouth Early Years Forum and Single Point of Contact in delivering carefully planned and monitored early intervention and support for children attending Early Years provisions in Plymouth.

All children discussed at the Panel are known to professionals within the Early Years Forum and Children's Integrated Disability Service and will have been identified at the stage of Early Years Action and Early Years Action Plus within the Special Educational Needs (SEN) Code of Practice (2001) or undergoing Statutory Assessment. Funding is allocated to support children up to the end of the term after their third birthday.

It is important that provisions and professionals supporting the child demonstrate that evidence based and appropriate interventions have been implemented and reviewed; for example, ensuring the environment meets the needs of the child, implementing small group work, BLAST and structured teaching, etc, before they apply for funding.

Requests for funding that do not meet the criteria stated below or where incomplete paperwork is received will not be considered by the Panel. However the provision Manager/SENCo and professional involved with the child will be notified in writing of this decision and appropriate training opportunities recommended for staff if deemed appropriate. It is the provision's responsibility to notify the parent/carer of the decision of the Panel.

2.0 Criteria for requests:

- Children must be known to the Early Years Forum/Single Point of Contact and have been allocated a professional from the Forum and/or Single Point of Contact. The request is a joint request between the provision, parent/carer and the professional supporting the child
- Children can be allocated up to 15 hours per week support, term time only. The level of support will depend on the identified need and attendance of the child in the provision
- Funding can be paid for individual children or a cluster of children in the same provision. If cluster funding is required, individual requests must be completed for each child in the cluster
- All provisions **must** provide:
 - Up to date and relevant Individual Education Plans with evidence of interventions undertaken
 - Early Years Foundation Summative Assessment form
 - Early Years Inclusion Service 'Impact and Outcome' form
- All requests **must** be supported by the lead supporting professional and will not be considered if not supplied
- Funding will be paid directly to provision
- The provision must identify the Inclusion Worker. This person must have an NVQ level 3 in Early Years or equivalent and have experience of working with children with SEN.

Evidence of the qualification with name of worker, their CRB number and date approved to be stated on Form 1 (initial request) and 2 (continuation of support)

- The Panel requires the provision and the lead professional to monitor the child's progress and effective communication must take place with everyone involved in the child's care and support
- Funding will continue to be paid if a child is temporarily away from the provision because of sickness (up to 3 complete weeks in a term) to ensure continuity of the Inclusion Worker. However, it is the responsibility of the SENCo/manager to inform Inclusion Works if the child is absent for longer periods or leaves the provision permanently
- Should you wish to request continuation of funding after the allocated period of support, complete and return Form 2 to the Panel (to the address printed on the request for support form) which meets prior to the end of the agreed support period
- There is no contract and funding is a temporary arrangement and any agreed funding will be confirmed with the provision in writing

There may be occasions when a decision has to be taken outside of the criteria, therefore they are not exhaustive and are subject to review