



Inclusion Works

Term time funding for disabled children
Early years

Requesting funding

Initial request

The following will need to be submitted to Inclusion Works:

1. A 'request for funding' form (**form 1**) – to be completed by the early years provision and signed by the parent/carer.
2. A completed 'daily inclusion plan' (**form 2**) to demonstrate how the Inclusion Worker will support the child.
3. An up to date IEP with evidence of progress using the PEYIS impact and outcomes form.

Continuation of funding

The following will need to be submitted to Inclusion Works:

1. A 'request for continued funding' form (**form 3**) should be completed by the provision to clearly demonstrate the reasons for requesting continuation of funding and identify the progress made by the child as a result of the current funding. It must be signed by the parent/carer.
2. A completed 'daily inclusion plan' (**form 2**) to demonstrate how the Inclusion Worker is supporting the child.
3. An up to date IEP with evidence of progress using the PEYIS impact and outcomes form.

This pack contains:

Form 1 – request for funding
Form 2 – daily inclusion plan
Form 3 – request for continued funding
Invoice/Internal charge

Paperwork should be submitted to:

Inclusion Works
Early Years and Childcare Team
Services for Children and Young People
Plymouth City Council
Plymouth
PL1 2AA