



Inclusion Works

Term time funding for disabled children and young people
Extended schools

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 extended schools 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/young person.

Continuation of funding

The following will need to be submitted to Inclusion Works:

1. A 'request for continuation of 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/young person.

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