Graphical user interface

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# Appendix 3 **Review of Early Years Inclusion Funding Form**

* In the Notification of Decision letter you will be informed of the start and end dates of funding (usually a calendar year) if this has been allocated. This will include the child’s next EYIF review date and the date for the review form to be returned.
* Settings are also able to ask for an early review of an allocation of Early Years Inclusion Funding if there has been a significant change to a child’s level of need. Robust evidence of why an early review is needed must be provided through the Assess-Plan-Do-Review process evidenced in the child’s Person-Centred-Plan. On most occasions, it would be expected that outside agency involvement has also been utilised. If funding is already in place, this must be a review and not a new request.
* When the child’s inclusion funding review is due, you may be contacted to arrange a date to discuss the child’s progress.
* For a review, it is not usually necessary to attend panel. However, an Early Years Inclusion Funding review form must be submitted. Please ensure that you submit enough evidence to support your application for continued funding, including an up-to-date Early Year Person Centred Plan and any new reports from outside agencies. These documents must be returned **at least 5 working days** prior to the EYIA&F panel meeting. **Failure to submit the review form will result in the child not being discussed at the panel and a loss of funding or support.**
* If there has been a change in the level and/or type need and you feel that you need significantly more funding, please contact the EYIA&F panel via the NEF inbox for advice prior to submission as you may be asked to present the review in person.
* The information on the form will contribute to the panel’s decision as to whether funding will continue or cease. Panel may also recommend advice and support.
* Should funding continue, you will need to complete this form again for each identified period/review.

Return forms to: [NEF@shropshire.gov.uk](mailto:NEF@shropshire.gov.uk)

**Review of Early Years Inclusion Funding Form**

|  |  |  |
| --- | --- | --- |
| **Name of child:** |  | |
| **Date of birth:** |  | |
| **Setting:** |  | |
| **Manager/ SENCo/ Key Person:** |  | |
| **Sessions attended and timings:** | | |
| Monday |  | |
| Tuesday |  | |
| Wednesday |  | |
| Thursday |  | |
| Friday |  | |
| Current EYIF Funding: |  | Continue  Increase |
| If you are requesting a funding increase, please provide the reason you are requiring an increase. A change in need should be evident on the assess section of your PCP, if this is your reason. | |  |
| Date original funding agreed: |  | |
| Date funding ends: |  | |
| Review number: |  | |

*Progress made towards outcomes (these should match Outcomes from the original application; (Please add rows, as required, to represent all outcomes specified on the original application)*

|  |  |  |
| --- | --- | --- |
| Outcome *(copy from PCP into relevant box)*: | Rating progress towards outcomes:  *1 – fully met*  *2 – Partially met*  *3 – Not met* | Evidence required:  Use observations and any trackers the setting uses to support this, including EYFS key check points.  Consider use of DfE recommended Dingley’s Promise Assessment tools [Help for early years providers : Using the assessment tools](https://help-for-early-years-providers.education.gov.uk/support-for-practitioners/send-assessment/how-to-use-the-assessment-tools) |
| 1. | 1  2  3  *(Please circle)* |  |
| 2. | 1  2  3  *(Please circle)* |  |
| 3. | 1  2  3  *(Please circle)* |  |
| **Please summarise progress towards enabling the child towards greater independence.** | | |
|  | | |
| **Parent / carer’s view:** | | |
|  | | |
| **Child’s views:** | | |
|  | | |

**Please attach evidence of a continued graduated approach (last reviewed Pupil Centred Plan (PCP) and current one), signed and dated by the parent/carer.**

|  |
| --- |
| This form has been completed by:  **Name: Job Title:**  **Signed:**  **(Owner / Manager) Date:**  **Signed:**  **(SENCo) Date:** |
| **Parental/carer consent**  Please tick:  I confirm that my child’s educational setting has discussed this review with me and I have been fully informed in the decision to refer my child to the Early Years Inclusion Advice and Funding Panel.  I consent for Shropshire Council EYIA&F panel members to discuss the special educational needs of the child named above in order to make a decision about EYI funding.  I have received a copy of all the information that the setting will submit to the Early Years Inclusion Advice and Funding Panel.  Shropshire Council are collecting Personal Identifiable Information to enable the best possible advice and support to be provided and to meet the statutory requirements under the Children and Families Act 2014. We need to collect this information in order to consider your request for Early Years Inclusion Advice and Funding Panel support. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) b).  Shropshire Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. However, this information will be shared within Shropshire Council and partners agencies (Department of Education, NHS, Schools/settings, and Early Years providers). For further details on the council’s privacy arrangements please view the privacy page on the council’s website page <https://next.shropshire.gov.uk/privacy/shropshire-council-s-privacy-notice/>  **Signed: Date: (Parent Carer)**  **Signed: Date: (Parent Carer)** |