

For the attention of all Derbyshire County Council private, voluntary, independent and maintained early years providers:-

Guidance for claiming SEND funding during the COVID-19 restrictions on children's eligibility for attending early year's settings

The UK government have set out clear guidance for children who can now attend nursery. The 3 groups of children now eligible for early year's education are:-

- Children who have an Education Health Care Plan (EHCP).
- Children whose parents are designated as 'key workers'.
- Vulnerable children known to social care.

Children who have an EHCP.

Funding for this group of children will continue through normal routes. If the setting the child is attending closes the local authority will do everything possible to find alternative provision. Funding will then transfer to the new setting.

Children who currently receive early years inclusion fund (EYIF) not eligible to attend nursery through government criteria.

Early year's inclusion fund will be suspended as of March 23rd 2020. This group of children should not be attending nursery.

| SCENERIO | ACTION by EYSEN Panel | ACTION required by EY provider. |
|---|---|---|
| EYIF applications/evaluations submitted just prior to/ since COVID-19 restrictions | EYSEN panel will write to settings asking if the child meets the government criteria for attendance | Response to EYSEN panel |
| | If YES then panel will allocate child funding following usual process. | Funding claim, evaluation submitted as usual. (see below) |
| | If NO funding is suspended until restrictions are ended. | Re-application of funding request once restrictions are lifted. |
| New applications due over restriction period | | Provider waits until restrictions are lifted and re-applies |
| EYIF ceasing on March 23 rd 2020 still with time/weeks allocated to the child. | | Setting will evaluate the child's progress as usual and submit an evaluation at the point that EYIF |

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| | | expires- discounting the period of restrictions. That is if EYIF has 3 months to run following March 23 rd , it will have 3 months to run as of the date attendance restrictions are lifted. |
| <u>Invoicing arrangements for March invoices received including dates after 23rd March 2020</u> For the providers still due to invoice for, or up to March 2020 | | Please issue invoices to 23 rd March only . |

Please note:-

Until directed otherwise please email all SEN Inclusion EYIF invoices to cs.financeinvoices@derbyshire.gov.uk. Postal applications cannot be accessed during this period of working from home.

Reference in subject email: EYSEN Inclusion Invoice /Add Provider name. Childs' name with initials

Children who are in receipt of EYIF and meet government criteria for attending nursery.

This group of children will continue to receive early years inclusion funding. When making an application or evaluation please identify clearly at the start of the form how the child meets the government criteria for continued attendance at nursery. If this information is not available the EYSEN panel will decline the funding application.

| SCENERIO | ACTION by EYSEN PANEL | ACTION required by EY provider |
|--|---|---|
| Applications with continuing within the 6 month time frame of EYIF | | EY provider submits the evaluation application as usual in a timely manner. |
| Child's current provider closes. Child transfers settings | EYIF transferred to 'new' setting | New setting must notify the EYSEN panel of move in order to create a paper trail for audit. |
| Child's attendance hours change | | Setting must complete an revised evaluation form |
| | On receipt of revised application EYSEN panel will adjust funding | |

| <u>PVI Providers Only</u> | | |
|---|--|--|
| <p><u>Invoicing arrangements for March invoices received including dates after 23rd March 2020</u></p> <p>For the children meeting the COVID 19 criteria</p> <p>For children meeting criteria COVID 19 where provider has closed.</p> <p>For children meeting criteria COVID 19 where child has transferred funding.</p> | | <p>Providers can continue to invoice and <u>inform on the invoice as “meeting government criteria under COVID 19”.</u></p> <p>Provider will need to invoice only up to when setting closed. – Provider must inform EYSEN panel of the closure date (panel will send on to finance)</p> <p>New provider will invoice from date. New provider will inform the EYSEN panel of change of setting (panel will send on to Finance)</p> |

Please note:-

***PVI Providers** - Until directed otherwise please email all SEN Inclusion EYIF invoices to cs.financeinvoices@derbyshire.gov.uk. Postal applications cannot be accessed during this period of working from home.*

Reference in subject email: EYSEN Inclusion Invoice /Add Provider name. Childs’ name with initials

Schools and academies will have this funding temporarily suspended from their monthly top ups but will continue to receive the funding directly in their budgets for those children that qualify under the new criteria as laid out in this document.

Disability Access Fund (DAF)

DAF is available for twelve-month period to the early years setting of the parents’ choice. Eligibility criteria is that the child must be in receipt of DLA. This funding will

continue. If the one year period is full during the attendance restrictions due to COVID-19 and the child is still attending nursery reapplication should be made in the usual way. If the child is no longer attending nursery and DLA expires during this period reapplication should be made once restrictions are lifted.

September 2020 Transition arrangements:

If restrictions are lifted for September 2020 school starters then EYIF applications should be submitted in the usual way. That is, a shared application between setting and school requesting funding for Autumn 1 and any part of summer terms as appropriate.

Children who are in receipt of EYIF, meet criteria for attending nursery and are attending nursery stretch funded

As above, arrangements are same.

PLEASE NOTE:

IN LINE WITH GDPR REQUIREMENTS EMAIL CORRESPONDENCE TO EYSEN PANEL AND EARLY YEARS FINANCE MUST NOT CONTAIN NAMES. PLEASE REFER TO THE CHILD BY THEIR INTIAL ONLY. ANY BREACH OF THIS ARRANGEMENT IS THE RESPONSIBILITY OF THE EARLY YEARS PROVIDER SUBMITTING THE APPLICATIONS OR INVOICES.