

Early Years Inclusion Funding: EYIF: Guidance for settings

What is EYIF?

- EYIF is funding for 1:1 support for children with SEND (Special Educational Needs and/or Disability)
- Children accessing a 2 Year Offer funded place, who have significant and complex SEND, can get up to full time support, to help you to fully include them into your setting
- Children accessing a funded 3 / 4 year old place can get up to 50% 1:1 support to put targeted interventions into place to develop their skills

How to Apply for EYIF

- Discuss the need for additional support with the child's parents – get their agreement
- Complete the EYIF application form ([EYIF forms](https://beaconhill.org.uk/portage)) <https://beaconhill.org.uk/portage>
- Include all relevant reports and documents (see checklist with the application form)
- Send to EYIF panel (preferably electronically eyif@northtyneside.gov.uk; but paper applications will be accepted (send to: EYIF, Beacon Hill School, Rising Sun Cottages, Wallsend, NE28 9JW; Courier Code E73)

What happens next?

- The EYIF panel meets monthly (dates with deadlines for applications are circulated regularly)
- The panel considers each request and a decision is made, based on the information you provide, including:
 - The level of the child's needs
 - The level of support needed for the planned intervention
 - The appropriateness of the intervention planned
 - The support already available in the setting
- The panel will decide whether or not to give support and how many hours to fund. You will get a letter telling you what has been agreed
- You then have to make arrangements to employ someone to support the child for the hours agreed
- If the panel feel that the application is not complete or does not provide the information needed to make a decision, this will be fed back to you in writing. Guidance will be given as to how the application can be improved.

Re-applications

- The panel will agree how long the support will be allocated for (usually between about 3 and 6 months)
- At the end of this time, if support is still needed, you need to reapply for EYIF
- A Re-application form should be completed ([EYIF forms](#)).
- Forms need to include a thorough evaluation of the impact of the support provided, progress the child has made and details of what interventions are to be put in place to progress the child moving forward
- This will be considered by the panel and further funding may or may not be agreed

Frequently Asked Questions

I have a child who is under 3 and not eligible for a 2 Year Offer funded place, can I get EYIF support?

- No. EYIF is only available for children who are accessing funded provision.
- If you have a child with SEND who is under 3 and not accessing a funded 2Year Offer place then parents might be able to apply for DLA to enable them to access a funded place; you would then be able to apply for EYIF support.

I have a 2 year old child with low and emerging needs can I get EYIF?

- No, 2 year old EYIF support is for high level and complex needs.

What happens when a child accessing a 2 Year Offer funded place turns 3?

- Funding for 2 year olds can continue until the end of the school term in which they turn 3. You will then have to apply for funding for them as a 3 year old. As a 3 year old they will only be able to get up to 50% funding. If you think that a child is going to need support for more than 50% of their time in nursery, when they turn 3, then it is your responsibility to make sure that a request for an Education Health and Care Needs Assessment (EHCNA) is submitted to the SENDSS in good time ([EHCNA](#) guidance) . The process takes 20 weeks so this should be submitted when the child is around 2 ½ years old.

What happens if a child is accessing their 30 funded hours in 2 different settings?

- Funding can be provided to both settings. Each setting can apply separately, or a single application can be made. The support needs in each setting will be considered and funding allocated accordingly. The 2 settings should be working closely together, and it should be clear to the panel what interventions each setting is planning to implement.

Can I get funding for a child who is repeating their nursery year?

- Yes, if they are a summer born child, their entry to school has been formally deferred and they are continuing to access a funded childcare place.

Can I get funding for a child who is transitioning to their Reception Year?

- No. If a child is likely to require support as they move into their Reception year, it is your responsibility to make sure that a request for an Education Health and Care Needs Assessment (EHCNA) is submitted to the SENDSS in good time ([EHCNA](#) guidance)
- The process takes 20 weeks so this should be submitted by February of the child's pre-school year at the very latest.

I have a child who is being supported by DCC (Dene Communication Centre), can I get EYIF funding?

- DCC provide an outreach service which supports staff to support children with speech and language difficulties in your setting ([DCC](#))
- If you need extra staffing to work with the DCC team and to implement their recommendations, then you should apply for EYIF.

A child attending my setting lives in Newcastle/Northumberland, can I access EYIF for them?

- EYIF is available to all children attending nursery in North Tyneside regardless of where they live. If you want to request an Education Health and Needs Care Assessment (EHNA) for a child, the request for this must go to the Local Authority where they live.

E.g - If a child attends Nursery in North Tyneside but lives in Northumberland, for example, their funding application would come to North Tyneside but the request for an EHNA would go to Northumberland

Can I appeal the panel's decision about the level of funding to be given?

- No, but settings can reapply to the next panel if they disagree with the level of support awarded by the panel. The application should be resubmitted with a covering letter and amendments and additions to the application form, to support why it is thought more support should be allocated.
- Feedback from panel can be received from Michelle Hewison for reasons behind the hours awarded or a decision to decline EYIF support.

When should I request an Education Health and Care Needs Assessment (EHNA) (Request for Assessment -RfA)?

- A request for an EHNA can be submitted at any time but we encourage settings to use the EYIF available first, where appropriate, before deciding to request an EHNA.

You should think about submitting a request for an assessment if:

- You feel that you cannot meet a child's needs within your setting with the support/resources available (inc EYIF), having had advice from the appropriate professionals
- Parents want their child to have an EHNA. They can request this but it is good practice for settings and parents to work together on this. If parents approach you about this you should either, take the lead and agree to submit the request on their behalf or provide them with information about their child's development and support needs, to be submitted with their request for an assessment. ([EHNA guidance](#))
- You and/or parents believe that the child may need specialist provision (as a setting please remember you cannot recommend a specialist setting)

The EHNA process takes 20 weeks, so requests for an assessment should be made at least 20 weeks before you think the support of an EHCP might be needed. For a child moving into their Reception year, requests should be submitted by February of their pre-school year at the very latest.

This request for an assessment is completed using the local authority's online portal system, [NT SEND Portal](#) . Contact the SENDsupportservice@northtyneside.gov.uk if you need support and they will send you guidance and a link to register with.



North Tyneside Council

How do I apply for a child with significant and complex needs to get a place at a specialist nursery?

- In order to get a place at a specialist nursery, in North Tyneside, a child has to have an EHCP, so you must submit a request for an EHCNA

Can I get EYIF funding for a child with an EHCP?

- No, the EHCP provides the support the child requires. While an assessment is being carried out the child may continue to receive EYIF or, if this is not sufficient or is not already in place, you can request that interim funding is provided by writing to the SENDSS (sendsupportservice@northtyneside.gov.uk)

Do I need to inform EYIF Panel if a child in receipt of EYIF, receives interim funding or is issued with an EHCP?

- Yes, it is important that a setting contacts Michelle Hewison to inform her if a child who is receiving EYIF is either awarded interim funding while an EHCNA is underway (see previous bullet) or is issued with an EHCP. This will ensure the correct payments are processed at the end of each term. If this does not happen it will then involve claiming back monies overpaid.

Useful Contacts

Michelle Hewison – michelle.hewison@northtyneside.gov.uk ; 0191 643 3023; Head of Portage and Pre School Home Learning / EYIF manager

Judith Rose – Judith.rose@northtyneside.gov.uk; 07989310611 ; Early Years SENDCo

Gail Munro – gail.munro@northtyneside.gov.uk; 0191 643 8739; Early Years Lead Educational Psychologist

SEND Support Service – SENDSupportService@northtyneside.gov.uk; 0191 643 8684

Glossary

EHCNA: Education Health and Care Needs Assessment

EHCP: Education Health and Care Plan

EYIF: Early Years Inclusion Funding

RfA: Request for Assessment

SEND: Special Educational Needs and Disability

SENDSS: SEND support service