

Guidelines and criteria for applying for Early Years SEN Support (EYSS)

EYSS is available for children from birth onwards.

A funding request should ONLY be submitted following consultation with and written consent from Parent/Carers and other relevant professionals (See Chart Below).

EYSS can be applied for children attending Southampton Settings regardless of their home address. If a Southampton child is attending a Hampshire setting then applications for additional funding will need to be made to Hampshire.

Identifying needs in the Early Years

A delay in learning and development in the early years may or may not indicate that a child has SEN, that is, that they have a learning difficulty or disability that calls for special educational provision. *Equally, difficult or withdrawn behaviour does not necessarily mean that a child has SEN.*

Where a child appears to be behind expected developmental levels, or where a child's progress gives cause for concern, practitioners should consider all the information about the child's learning and development from within and beyond the setting, from formal checks, practitioner observations and any other detailed assessments of the child's needs.

Where a child has a significantly greater difficulty in learning than their peers, or a disability that prevents or hinders a child from making use of the facilities in an education setting and requires special education provision the setting should make that provision. In line with Code of practice settings should be able to demonstrate a graduated approach.

Reviewing the effectiveness of interventions in enabling children to make progress can itself be part of the process of the assessment of need, informing the next steps to be taken as part of a graduated approach to support. It may be necessary to test out interventions as part of this process, both to judge the effectiveness for the child and to provide further information about the precise nature of their needs.

Parents/carers views are important, and they must be involved in the process of requesting EYSS for their child. Early Years professionals should enable families/carers to share their knowledge about their child and give them confidence that their views and contributions are valued and will be acted upon. It is expected that these views will inform the support provided to children in the early years and form part of a graduated approach to the identification and delivery of their SEN support.

(Information based on the SEND Code of practice 2014, Section 5)

In order to identify whether a suitable, graduated approach to support has been provided prior to requesting EYSS the attached form requires information about the child together with evidence of the graduated approach that the setting/provision have delivered and the outcomes as a result of the intervention.

(Please see Request for EYSS Support forms)

The SEND code of practice 2014 states that SEN support should be devised and delivered using the following four stages:

1. **Assess** (such as EYFS/ECAT profiles)
2. **Plan** (such as seeking advice and support through SENCO/Area SENCO/parents/Portage)
3. **Do** (Implementing advice from EYAT/SALT/PHT/other and developing and recording targets. The support that will be put in place to help a child achieve the targets and evidence the impact)
4. **Review** (***What has the outcome been for the child as a result of the above?*** (discuss with parents/EYAT/other the next steps to meeting the child's needs based on observations and information gained through the steps above))

(SEND Code of practice 2014, section 5.39 – 5.46)

EYSS should not be applied for unless the above has been undertaken prior to the request.

Decision process

Requests for Early Years SEN Support will be considered on a regular basis by EY SEND professionals as part of the EYSS panel. These professionals will include a representative from Early Years Advisory Teachers and Portage Home Teachers. Decisions will be recorded by Early Years specialists and retained by 0 – 25 SEND service.

SEND support in the Early Years

Early Years Transition Funding

Where a short term need to support children transitioning within or into a setting/provision is identified, EY settings can receive a one-off discretionary payment of up to £650. This fund equates to 1:1 for 6 weeks' worth of the hours the child is attending. Therefore, a child attending for 6 hours week would benefit from 6 weeks' worth of 6 hours, totalling.... Once transition has been utilised, should the child continue to need this high level of support a new request for EYSS needs to be completed. Equally the setting may have used this transition fund to fully assess the child's needs and are therefore able to meet the child's needs with in their inclusive setting.

Early Years SEN Support (EYSS)

It is expected that prior to requesting EYSS early years professionals will have applied a graduated approach to supporting children's needs. However, for children who require provision that is additional to or different from that made generally for other children of the same age, EY settings can receive various levels of SEN support per week for up to six months according to individual children's needs. The 'new' funding form needs to be completed to access this funding.

After this new funding period, EYSS will only continue following a review of the child's progress. This review would be led by the setting and in consultation with appropriate EY professionals (see table below) A "Continuation of funding" request form that demonstrates how the funding has been utilised and the impact of it would then be submitted.

There is an expectation that **children who require EYSS are likely to require an EHC plan** in place prior to starting school. The EYAT's will work with settings to ensure that this happens in a timely manner.

Process for allocating EYSS funding

Requests for EYSS will only be considered where EY settings have discussed their intention to request SEN support with parents/carers, have gained written parental consent to do so and have consulted with and agreed this request with the relevant EY professionals.

Appropriate supporting evidence must be provided with the request.

A standard rate of £8.00 – per hour per child will be provided to the setting for the number of hours agreed by the EYSS panel.

The aim of this funding is to provide support for the child based on their individual strengths and needs.

Where funding is agreed it will be paid for up to a 6 month period and payments will be actioned as soon as possible. If a 6 month period crosses over a financial year the payment will be split into 2.

EYSS will be provided for up to 15 hours a week on a term time only basis (or stretch equivalent)

The full 15 hours does not have to be applied for if the child does not need full time support in the setting. A child may only need support at certain points in the day for example transition times and 5 hours per week may enable this support to be in place. Some children may need 10 hours per week as they struggle with free play and need support in child-initiated periods but function well in group times with the support from staff already in those groups.

In exceptional circumstance where a child attends for greater than 15 hours, and would be unable to access the setting without 1:1, EYSS may be provided. This will be considered on each individual child's needs.

Where more than one child is in receipt of EYSS at a setting the 0 – 25 SEND Service in conjunction with EY professionals and setting staff may consider a “pooled EYSS package” whereby a you could apply for a combined package of funding that meets one or more children's SEN needs. *For example, there are two children with very similar speech and language needs. They both require some individualised support but not for the full 15 hours they are each in the setting. The 15 hours funding could be split between the two children so they each receive the equivalent of 7.5 hours support per week. Each child would need a separate EYSS application.*

Once the funding has been agreed by the panel then a letter will be sent to the setting confirming the funding amount and expected level of support, including the review date.

A profile of need must be completed for all children requesting EYSS funding, along with current and reviewed IEPs, assessment data and reports from appropriate professionals.

Applying for Continuation of EYSS funding

Where EYSS has been agreed and allocated a review will be necessary by the date provided in the confirmation letter before ongoing EYSS funding is considered. If a review of need does not take place it will be assumed that it is no longer required, and funding will cease at the end of the period.

Requests for EYSS funding to continue must only be submitted following consultation with and written consent by the parent/carer and early years advisory teacher (EYAT) or Qualified School SENDCo. It is the responsibility of the EY setting to invite their EYAT or Qualified School SENDCo to undertake the review of the child's needs in a timely manner to ensure the continuation of funding, if agreed, proceeds appropriately. Documentation to support the request such as reviewed targets, progress reports and observations must accompany the information as detailed in the form.

Settings/provision are expected to demonstrate how the EYSS funding is being utilised to support the child's progress and what level of SEN training and experience staff at the setting have had, as stated on the EYSS request form.

Ceasing EYSS funding

If a child in receipt of EYSS leaves the setting that the funding is being paid to, it is the responsibility of the setting to notify their EYAT and 0-25 SEND service via the email at the bottom of this information within 2 weeks of the child leaving, so that funding can be ceased and repaid where necessary.

If a child receiving EYSS moves to another Southampton setting the EYSS does not automatically transfer to the new setting. The new setting will have to reapply for EYSS.

Submitting the EYSS paperwork

Requests for Early Year's continuation of funding should be sent by post to;

**EYSS
0-25 service
1st Floor
North Block
Civic Centre
SO14 7LY**

Or via the Provider Portal for the attention of **Emily Branfoot**

Or by encrypted email to Emily.Branfoot@southampton.gov.uk (if you have this facility)

Any general admin queries regarding the process can be emailed to:

portage.earlyyears@southampton.gov.uk

(Please do not include confidential child specific information if using standard email)

Funding cannot be provided prior to the date it was received by the 0-25 service.

Appropriate Professionals to consult with

Transition funding: At least one document that highlights the level of the child's needs	New funding: At least one of the below.	Continuation funding:
Portage Home Teacher (PHT) Health Visitor/ SEND HV Paediatrician SALT Social Care	EYATS, including SEND surgery contact sheet Qualified School SENDCo observation. PHT As well as additional evidence from Health professionals.	EYATS, PHT Or Qualified School SENDCo, observations must have been completed in setting. The consultation must have occurred within the allocated time period for the funding application.

Time line for EYSS Requests

Paperwork received by 0-25 Business Support Officer (BSO) and date of receipt noted. BSO will check basic paperwork and supporting evidence is all present.

The request will be reviewed at EYSS panel within 4 weeks of receipt of application. A decision will be made that day and paperwork kept to record this decision.

Confirmation letters will shared with setting, outlining the decision, review date and additional information within 2 weeks of the panel decision.

Funds should be received by the setting within a month of receiving a letter confirming EYSS has been agreed.

***If settings do not receive notification of funding decision in a timely manner it is the settings responsibility to ensure the information has been received by BSO.**