

**Brighton & Hove City Council  
Early Years and Childcare (EYC)  
Childcare Inclusion Fund  
Information for Childcare Providers  
April 2015**

**Thank you for your interest in the Childcare Inclusion Fund. Please read the following eligibility criteria and guidance before completing the application form.**

**Inclusion Fund**

Inclusion funding is available to support disabled children or those with specific needs to attend Ofsted registered childcare and childcare run by schools. The fund is intended to provide for changes to the childcare provision to make it possible for the child to access the service. This might include changes to the building, specialist equipment, training for staff, more staff time or an additional member of staff.

Parents must pay the fee (if any) for attending the childcare.

Funding is strictly limited and so if applications exceed the amount available they may not be successful.

**Eligibility**

Any child who is disabled or who has special needs and needs additional support to attend childcare is eligible. Where possible the child should have one or more of the following

- An Early Help Assessment (formally CAF). Whether an Early Help Assessment has been carried out can be checked with the child's school or the Early Help Support team. tel.01273 292632
- An Education, Health and Care Plan (EHCP) formally known as a statement
- Be in receipt of Disability Living Allowance

If a child does not have one or more of the above but it is felt by the parent and provider that additional support is needed EYC will consider the application and make an onsite assessment.

The child must be resident in Brighton & Hove and aged under 18.

**Amount of funding**

Inclusion funding is offered at two levels: up to £1,800 a year for parents who are not working or training, and a higher level of up to £3,600 a year for parents who are in work, or undertaking education or training leading to work, and have childcare needs.



In the case of a two parent family both parents must be working at the time they use the childcare.

Parents must recognise this top level of funding will not be sufficient to pay for inclusion support for all year round childcare. The maximum hourly rate childcare providers can apply for where a child needs one to one support is £10 per hour including on-costs; for the higher rate of funding this equates to 360 hours childcare for the year. For example, if a child attends an after school club for three hours a day and three days a week this would amount to 342 hours of childcare during term time, leaving 18 hours of funding available for the holidays.

The maximum level of funding applies across settings, and so if the child receives childcare from more than one provider this will be taken into account in subsequent applications. Parents and providers are responsible for taking this into account when making an application for inclusion funding.

The following will be taken into consideration in deciding whether to award funding of more than £1,800:

- the amount of extra support needed by the child.
- the parent(s) hours of work; and
- the number of hours the child attends the childcare; and
- the availability of support from other sources – for example the school, and
- the availability of funds within the budget.

The funding also includes the Summer, Christmas, Easter and all half term holidays, so if a child is attending a holiday play scheme as well as an after school club this will be taken into account in the maximum amounts allowed.

Where the application is for an additional member of staff, the actual cost of the staff person will be paid, to a maximum of £10 per hour, including on-costs.

### **Type of childcare**

The funding can support a child to attend Ofsted registered childcare or childcare run by schools. Childcare which is run by schools under their own Ofsted registration must be offered for at least two hours a day at the end of the school day and for at least three days a week. The childcare must be in Brighton & Hove.

The funding is not available to support children to attend after school activities run by the school or by organisations which are not registered with Ofsted (for example football clubs or Brownies).

### **Application process**



New applications should be made jointly by the childcare provider and parent. The application must be completed **in full** after consultation between the provider and parent, and signed by both.

Providers should make parents aware of the criteria and application process for the fund.

Applications can be made any time in the year and decisions are usually made within two weeks.

Applications must be made in advance of the child attending the childcare (except in the case of repeat applications); retrospective applications are unlikely to be successful.

If successful the grant will be paid to the childcare provider on a termly basis upon receipt of signed terms and conditions from the childcare provider.

### **Payments**

- Payments to providers will be made termly for hours claimed at after school clubs.
- Payments to providers for hours claimed at holiday playschemes (summer, Christmas, Easter and all half terms) will be made separately.

Payments for attendance at playschemes in the Easter, summer and Christmas holidays may be included in the application or made separately, depending on the child's pattern of attendance. As noted above the funding for playscheme attendance is included in the total amount of funding available per child.

### **Repeat applications**

Repeat applications may be submitted at the start of each term on a shorter form which confirms that the child's circumstances and pattern of attendance have not changed.

### **Monitoring and review**

All successful applications are subject to monitoring and review. This will include a visit by an EYC development officer to the setting to meet the child and look at their inclusion.

In addition monitoring and evaluation data as specified when funding is confirmed must be provided to EYC.

Any unspent funding will need to be paid back and so providers must inform EYC if there are any changes to what is being funded, or if the child stops attending

