

# **Surrey County Council**

## **Early Intervention Funding (EIF)**

### **Terms and Conditions of funding 2024-2025**

**Guidance document**  
August 2024



**SURREY**

# Terms and Conditions for the Early Intervention Funding (EIF) 2024-2025

## Introduction

Every provider will expect to have children with Special Educational Needs and Disability (SEND) attend their setting. With careful planning and organisation, these children can participate fully in the activities provided. However, there may be times when children need some extra support.

Surrey County Council expects settings to continuously plan for inclusion. This can be achieved through a SEND or Inclusion policy and by following the Surrey Early Years Graduated Response. It is expected that all settings allocate staff resources to support inclusion and that the designated SENCO is afforded sufficient, dedicated time to fulfil their role. This is key to promoting and maintaining inclusion. By submitting an Early Intervention Funding (EIF) application form, you are agreeing to receive and implement support and guidance from the Early Years SEND Team.

All providers are expected to meet their duties under the Equality Act 2010 and take full account of the SEND Code of Practice 0-25.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

**We would expect providers to make reasonable adjustments for all children. This may include differentiating your curriculum or approach. Only once reasonable adjustments have been made and applied for a reasonable period of time, should you make an application for Early Intervention Funding.**

## What is the purpose of the Early Intervention Funding (EIF)?

Surrey County Council is required to have an Inclusion Fund as an element of the Early Years National Funding Formula to support eligible children with additional needs to access their funded entitlements, according to the number of funded hours accessed.

This funding is intended to support providers to address the needs of individual children with low and emerging needs, and for children with more complex or persistent needs.

## Eligibility

This funding is only available for eligible children taking up their Government funded entitlement and can be used to support the individual needs of the child.

The funding is available to the following providers who are registered to deliver funded entitlement:

Day Nursery  
Pre-School  
Nursery and Reception in an Independent School  
Nursery class as part of a Maintained School or Academy  
Maintained Nursery School  
Free Schools  
Childminder

The Early Intervention Funding (EIF) is to support providers with the following:

- Increasing the staff ratio - providing smaller groups/higher staff ratios at certain times or for certain activities determined by the level of additional needs within the group.
- To support Emotional Resilience
- Appropriate training for staff to be able to meet the specific needs of the child/ren, as identified in the Surrey Support Plan/s
- Appropriate resources identified by professionals
- To support children with a transition – for example a different setting or into a new school.
- This funding cannot be used to provide a private therapist or private assessment.

Surrey will enter into reciprocal arrangements with any other local authority for children living outside Surrey who are accessing their funded entitlement in a Surrey early years provision.

Please state clearly on the application form the County where the child lives. The Council that the parent pays their council tax to defines the County where the child lives.

## **Level of Funding available**

**All Early Intervention Funding is available to eligible children for their funded entitlement hours only.**

### **Universal Plus**

Most children will have their needs met through the Universal offer, which adapts to meet individual need. Some children may need an increased level of support and specific interventions as identified by the setting. This funding is for those children who require additional support and may be able to make progress through evidence-based interventions. This will be in addition to your setting's universal offer, and should be monitored through the ongoing plan, do, review cycle.

This funding is awarded, short term, according to the level of need as detailed within the child's Surrey Support Plan (SSP). We would like to know how you have differentiated the child's current learning and what you are hoping to achieve through intervention/s, staff training or additional resources, and how that will impact on the child's learning. We would only expect the SSP to be completed from page 1-5.

This includes:

P2. Family and Child Details

P3. One Page Profile

P4. Progress Tracker

P5. Summary of Strengths and Needs

Maximum £500 per funded period

### **Targeted Support**

This funding is for children who continue to make less progress than expected despite evidence-based support and interventions as detailed in the Surrey Support Plan. It will be awarded for a minimum of one funded period. (i.e. 1 January - 31 March, 1 April - 31 August or 1 September – 31 December) and a maximum of three funded periods. The provider should deliver the support in line with the child's pattern of attendance. There is an expectation that when there is evidence of sufficient progress, as a result of the interventions, the level of funding will decrease or cease.

Targeted Support is awarded according to the level of need as detailed within the child's Surrey Support Plan (SSP). This includes the one page profile, EYFS Development tracker, a completed Summary of Need page, together with at least one completed Outcomes and Targets page detailing advice from other professionals, or referrals made to outside agencies.

£1000 per funded period (based on 15 hours Funded Early Education a week being claimed and will be pro-rated according to the number of funded hours claimed.)

### **Enhanced Support**

This funding is for children with the most complex or persistent needs, who have a comprehensive Surrey Support Plan that details recurring cycles of Assess, Plan, Do, Review, and could be used to support interventions identified through the Early Years Inclusion Pathway Planning process.

Enhanced Support will be awarded for a minimum of one funded period. (i.e. 1 January - 31 March, 1 April - 31 August or 1 September – 31 December) and a maximum of three funded periods. The provider should deliver the support in line with the child's pattern of attendance. There is an expectation that when there is evidence of sufficient progress, as a result of the interventions, the level of funding will decrease or cease.

Funding is awarded according to the level of need as detailed within the child's Surrey Support Plan (SSP) beginning at "Specialist Support" for children with outside agency involvement. This should include the one page profile, EYFS Development Tracker, a completed Summary of Needs page at Specialist Support level, together with Outcomes and Targets pages detailing advice from other professionals. Health and Education reports should also be included as additional evidence.

Funding Rate: £2000 per funded period (based on 15 hours Funded Early Education a week being claimed and will be pro-rated according to the number of funded hours claimed.)

## Terms and Conditions of funding

- The child must be accessing early years funded entitlement at a registered early years provision.
- The funding must be used for the purposes as set out in the Offer Letter.
- Payment will be processed upon receipt of a signed Offer Letter. Payments will be made automatically at the start of each funded period in line with the Offer Letter.
- Whilst we endeavour to make accurate payments, errors can occur. Any Early Intervention Funding overpaid, for whatever reason, will be reclaimed.
- When the Offer letter indicates a review date, the provider will submit an updated Surrey Support Plan, including the tracker, targets and review page, a month before the given date, to describe the progress that has been made, and how the resources and/or training provided has impacted and benefited the child.
- Failure to submit an updated Surrey Support Plan, including the tracker, targets and review page as indicated within the Offer Letter may result in termination of EIF funding.
- The provider will commit to ongoing engagement with the Early Years SEND Team and/or other professionals to support learning and development and ensure that the provision meets the full criteria of the EYFS, support for SEND and transitions for children. This may include a visit to review the impact of EIF on Surrey funded children.
- No changes will be made to the grant expenditure without express agreement of Surrey County Council.
- Copies of receipts / invoices for all expenditure must be submitted to [eypanel@surreycc.gov.uk](mailto:eypanel@surreycc.gov.uk) when requested.
- All receipts and accounts must be retained for 7 years and made available for audit as requested.

- In the event that the provider experiences difficulty or ceases to operate in its present form or for the purpose declared, Surrey County Council will be notified immediately and may ask for part or all of the funding to be returned.
- Full repayment of the funding will be required in cases of fraudulent claims.
- The provider will ensure that they comply with all statutory requirements.
- The provider must comply with any requirements of The Children Act 1989 and the SEND Code of Practice 2014.
- Surrey County Council reserve the right to amend the Terms and Conditions of funding 2024-2025. The Offer Letter sent to providers will reference the latest version of the Early Intervention Funding (EIF) guidance.

**Data Protection Act 2018 -General Data Protection Regulations (GDPR).** Surrey County Council (the 'Council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information available to the Council ('your information'). In accordance with the General Data Protection Regulations, the Council will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with appropriate departments and agencies in accordance with the Multi Agency Information Sharing Protocol (MAISP). Further details including a copy of the MAISP can be found at [www.surreycc.gov.uk](http://www.surreycc.gov.uk). For more information regarding information held by Surrey County Council see here <https://www.surreycc.gov.uk/your-council/your-privacy> Surrey County Council privacy notice can be found at <https://www.surreycc.gov.uk/your-council/your-privacy/our-privacy-notice/children-schools-and-families> **The information about individual children will be stored electronically.**