

Early Years Governance Panel

Terms of Reference

Decision making panel for all additional needs and SEND funding and placements for Early Years children.

Purpose

- To promote inclusion and to facilitate access to mainstream provision within local communities.
- To facilitate and promote targeted Early Identification and Intervention within mainstream settings and schools for all eligible children accessing Early Years Funded Education. This will support children to achieve best outcomes and a pathway to independent adulthood.
- To provide a consistent and robust decision-making process which will apply the Graduated Response agenda to decisions relating to funding allocation.
- To allocate an appropriate specialist place through a process of Early Years Inclusion Pathway Planning (EYIPP) and indicated through professional evidence based assessment by the panel.
- To collect, record and report all relevant data for monitoring, analysis and evaluation.
- To support the identification of children requiring an EHCP where indicated and to fund accordingly.

Membership*

The panel is quorate if there are at least 3 senior managers present**

Chair – Assistant Director Early Years, Education, Additional Needs & Disabilities**

Service Manager – SEND, Education and Early Years**

Team Manager – Early Years SEND Team**

Service Manager – Early Years Quality, Education and Inclusion**

Senior Early Years Advisor (from the appropriate Quadrant as per rotation)

Senior Early Years SEND Advisor (from the appropriate Quadrant as per rotation)

Early Years SEND Advisor (from the appropriate Quadrant as per rotation)

ICS Health - representative e.g. Speech and Language Team and others

SEES Team - representative

Finance / payment rep

** For place allocation panels, in addition to the above: Heads/SENCO of Surrey County Council specialist schools, SEND Admissions Team representatives and Travel Assistance team representatives*

Remit (Efficient & cost-effective)

1. Pathway Planning (EYIPP) - children who have significant and complex needs will have the opportunity for an Early Years Inclusion Pathway Planning meeting where parents and professionals can work together to identify the most appropriate place for the child. Wherever possible we will seek to support children to remain in their mainstream provision within their local community with an appropriate package of support. A place at a specialist nursery provision will only be considered for a child the year before they start school, National Curriculum Year (NCY) -1. Statutory school age is the term following a child turning five years.
2. Allocation of Specialist places – panel meets once a year to consider appropriate allocation of specialist early years places. The multi-disciplinary panel seeks to ensure fair, equitable and appropriate access to the places available. Children will be allocated a place with appropriate funding and support on an individual basis.

Frequency

Weekly from January to November, alternating between North East, North West, South East and South West with no Panels in August. December Panels will be amalgamated to allow for Christmas closures.

Allocation of specialist nursery provision panels once a year during the Summer term.

Authority/Scope/Oversight of:

- Criteria for applications
- Application process for EIF and allocation of specialist nursery places
- Administration and payment process / Budget monitoring / Moderation and audit/ Reporting
- Increased access to local provisions / Targeted strategic use of Specialist Early Years Places in nursery.
- Fulfil DfE Statutory Childcare Sufficiency Assessment – Census Data collection & outcome monitoring of SEND provision • Ensure early intervention & support to access appropriate mainstream & Specialist nursery provision.
- Support the appropriate and timely process for Early Years EHCPs

Notes

- Whenever possible all Early Years costs will be met by Early Years Funding
- Children will have the opportunity to access provision in their local community mainstream setting.
- This panel is fully aligned, via ToR, with the equivalent panels for statutory school age children and post 16 in regard of policy, process and governance.
- This panel will also hold responsibility for all promotional activity relating to EIF
- EHCP- Although this panel would not make decisions on requests for assessment or on decisions to issue EHCPs the panel will need to be sent the draft and final plans relating to Early Years children. All funding related to an EHCP for an EY child will be via EIF with contribution from HNB as appropriate.