

**Surrey County Council**

**Early Years Governance Panels**

 **E**arly **I**ntervention **F**unding **(EIF)**

**Application Form & Supporting Guidance**

**2024-2025**

**Introduction**

**The purpose of the Early Years Governance Panel is:**

* 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 collect, record and report all relevant data for monitoring, analysis and evaluation.
* To support children requiring an EHCP where appropriate and to fund accordingly.

**What happens once I have submitted my application?**

Applications will be assessed at monthly quadrant panels and are chaired by a SCC Service Manager. You will be informed of the outcome of your application via email with an attached Offer Letter.

Settings will be required to sign the Offer letter declaration confirming they have read and understood the Early Intervention Funding (EIF) Terms and Conditions of funding 2024-2025 Guidance document August 2024. Payment will be processed upon receipt of a signed Offer Letter and subsequent payments will be made automatically at the start of each funded period in line with the Offer Letter.

If the application is unsuccessful, an Outcome letter will normally be sent to you. Further advice can be sought from the Early Years SEND Team or the Early Years Educational Effectiveness Team.

**EIF Reviews**

Please note this is a way of reviewing the allocation of funding.

If the Offer letter indicates a review date, the provider should 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. This should be submitted to your Early Years SEND Advisor/Early Years Educational Effectiveness Team.

Please refer to the Terms and Conditions of funding 2024-2025 document which outlines funding details.

*Surrey County Council reserve the right to amend the Terms and Conditions of funding 2024-2025 and associated paperwork. Any changes will be communicated to settings.*

**Deadlines for submission of applications 2024/2025**

Please note - applications received after the submission deadline date will not be considered until the subsequent panel date.

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| **North East Quadrant** |
| **Applications to be submitted by** | **2024/2025 Panel Dates** |
| Tuesday 20th August 2024 | Tuesday 3rd September 2024 |
| Tuesday 17th September 2024 | Tuesday 1st October 2024 |
| Tuesday 22nd October 2024 | Tuesday 5th November 2024 |
| Tuesday 19th November 2024 | Tuesday 3rd December 2024 |
| Tuesday 17th December 2024(3 weeks before Panel date due to Christmas) | Tuesday 7th January 2025 |
| Tuesday 21st January 2025 | Tuesday 4th February 2025 |
| Tuesday 18th February 2025 | Tuesday 4th March 2025 |
| Tuesday 18th March 2025 | Tuesday 1st April 2025 |
| Tuesday 22nd April 2025 | Tuesday 6th May 2025 |
| Tuesday 20th May 2025 | Tuesday 3rd June 2025 |
| Tuesday 17th June 2025 | Tuesday 1st July 2025 |

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| **North West Quadrant** |
| **Applications to be submitted by** | **2024/2025 Panel Dates** |
| Tuesday 27th August 2024 | Tuesday 10th September 2024 |
| Tuesday 24th September 2024 | Tuesday 8th October 2024 |
| Tuesday 29th October 2024 | Tuesday 12th November 2024 |
| Tuesday 19th November 2024 | Tuesday 3rd December 2024 |
| Tuesday 31st December 2024 | Tuesday 14th January 2025 |
| Tuesday 28th January 2025 | Tuesday 11th February 2025 |
| Tuesday 25th February 2025 | Tuesday 11th March 2025 |
| Tuesday 25th March 2025 | Tuesday 8th April 2025 |
| Tuesday 29th April 2025 | Tuesday 13th May 2025 |
| Tuesday 27th May 2025 | Tuesday 10th June 2025 |
| Tuesday 24th June 2025 | Tuesday 8th July 2025 |

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| **South East Quadrant** |
| **Applications to be submitted by** | **2024/2025 Panel Dates** |
| Tuesday 3rd September 2024 | Tuesday 17th September 2024 |
| Tuesday 1st October 2024 | Tuesday 15th October 2024 |
| Tuesday 5th November 2024 | Tuesday 19th November 2024 |
| Tuesday 26th November 2024 | Tuesday 10th December 2024 |
| Tuesday 7th January 2025 | Tuesday 21st January 2025 |
| Tuesday 4th February 2025 | Tuesday 18th February 2025 |
| Tuesday 4th March 2025 | Tuesday 18th March 2025 |
| Tuesday 1st April 2025 | Tuesday 15th April 2025 |
| Tuesday 6th May 2025 | Tuesday 20th May 2025 |
| Tuesday 3rd June 2025 | Tuesday 17th June 2025 |
| Tuesday 1st July 2025 | Tuesday 15th July 2025 |

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| **South West Quadrant** |
| **Applications to be submitted by** | **2024/2025 Panel Dates** |
| Tuesday 10th September 2024 | Tuesday 24th September 2024 |
| Tuesday 8th October 2024 | Tuesday 22nd October 2024 |
| Tuesday 12th November 2024 | Tuesday 26th November 2024 |
| Tuesday 26th November 2024 | Tuesday 10th December 2024 |
| Tuesday 14th January 2025 | Tuesday 28th January 2025 |
| Tuesday 11th February 2025 | Tuesday 25th February 2025 |
| Tuesday 11th March 2025 | Tuesday 25th March 2025 |
| Tuesday 8th April 2025 | Tuesday 22nd April 2025 |
| Tuesday 13th May 2025 | Tuesday 27th May 2025 |
| Tuesday 10th June 2025 | Tuesday 24th June 2025 |
| Tuesday 8th July 2025 | Tuesday 22nd July 2025 |

**EIF Funding Application Form 2024-2025**

**1. Early Years Setting / School Contact information**

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| --- | --- |
| Name of Setting:Contact Name:Setting Address: Post Code: County: | Telephone Number: Setting email address:OFSTED URN: DFE URN: |

**2. Type of Setting**

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| --- | --- | --- | --- |
|  | **✓** | **Registered places** | **Age of children** |
| Day Nursery |  |  |  |
| Pre-School - no. hours open per day……………… |  |  |  |
| Nursery Unit of an Independent School |  |  |  |
| Childminder |  |  |  |
| Maintained Nursery Schools |  |  |  |
| Providers Nursery class of a maintained school or academy |  |  |  |
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| **Legal status of setting** | **(✓)** |
| Limited Company  |  |
| Community Interest Company |  |
| Sole Trader |  |
| Charitable Incorporated Company |  |
| Charitable Trust |  |
| Voluntary Management Committee |  |
| Other – *please give detail* |  |
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| **Staff Ratios:** Please detail ratio of adults : children |
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|  | **3. Checklist (this must be completed)**  |  |
| You **must** complete the checklist below when applying for EIF. Please use the child’s initials to confirm if the information has been included for each individual child. ***If you do not include a completed checklist for each application, then it will be returned and may not be discussed at the next panel.***

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| --- | --- | --- |
| **Information required** | **Included**Please confirm these are included by using the child’s initials  | **Not applicable?**Please confirm if these are not included by using the child’s initials |
| **Surrey Support Plan (SSP):** |  |  |
| **Updated progress tracker (in SSP)\*** *\*If you do not use the SSP tracker, please ensure that a developmental tracker has been attached* |  |  |
| **Summary of strengths/needs (in SSP)** |  |  |
| **Outcomes & Targets (in SSP)** |  |  |
| **Early Intervention Funding (in SSP)** |  |  |
| **Enhanced Ratio (in SSP)** Describing the additional support that will be given by an adult  |  |  |
| **Resources/Equipment (in SSP)**Including website links, including the cost, supplier and which professional recommended this |  |  |
| **Training (in SSP)**Including website link of training provider, cost and number of places being requested  |  |  |
| **Interventions (in SSP)**Including specific funded interventions identified and agreed by an Advisor, e.g., AANT, REMA, STEPS  |  |  |
| **Reports:**if known to other agencies e.g. SLT, SEES, OT |  |  |
| **STEPS referral form:** including parent/carer signature  |  |  |
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| **4. Child’s details**Please list the child/children for whom you are requesting funding. |
| **First name** | **Surname** | **DOB** | **Eligible****for****FEET?**Yes/No | **Eligible for Working Parents Entitlement** Yes/No**Please supply 11 digit eligibility code and parent’s National Insurance Number** | **No. of Funded Early Education hours claimed** | **No. of hours attended per week** | **What are you requesting?**e.g. Increased Adult Ratio, Training, Resources, Specific Interventions e.g.. STEPS, REMA First Language Assessment/Translation or Transition funding | **Is the child a vulnerable child (CP/CIN/LAC/****SGO)** **Or****In receipt of DLA?** |
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| **Name of Advisor in Early Years SEND Team/** **Early Years Educational Effectiveness Team:**  |
|  | **Setting Declaration:**I have read the EIF Terms and Conditions of Funding 2024-2025 Guidance Document August 2024 **and** the application is true and accurate at the time of completion.Parents/Carers are aware that the EIF panel is attended by multi-agency professionals where a discussion regarding each child takes place. Following a panel if further advice and support is required by the Early Years Educational Effectiveness or Early Years SEND Teams a completed request for support will be required.I have consent from all individual parents to apply for this funding and agreement from parents that Surrey County Council will store this information electronically. **Signature:** ……………………………………. **Job title:** ………………………………………**Print name:** …………………………………….  **Date:** ………………………………………..  |

**Please return completed forms securely via egress to:** **eypanel@surreycc.gov.uk**

**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-notices/children-schools-and-families> **The information about individual children will be stored electronically.**