

The Early Years Inclusion Advice and Funding Panel

Checklist of required Forms/ Documents

Before sending in your application please ensure you can answer ‘yes’ to the following questions:

- ☐ Has parent carer consent been gained with confirmation of this included on the request form?
- ☐ Have parent carer and child voice been included within the request?

Documents that must be included with your new request

If these are not included, then you will not be allocated a slot to come to panel to present your request

- ☐ EYIAF Request form
- ☐ For a **new request**, reviewed Early Years Pupils-Centred-Plans (PCP) with new PCP written to show what any funding awarded will be used for.
Does your application show evidence of a graduated response evidence on a Person-Centred-Plan (PCP)?
- ☐ Assessment information/ tracking
Suggested use of Development Matters, Birth to Five or Dingles Promise
SEND Assessment Tools

For an Access to Education request

If these are not included, then you will not be allocated a slot to come to panel to present your request

- ☐ EYIAF Request form
- ☐ A proposed PCP co-produced with parent carers and using any external agency advice provided.

Documents to include if you have then available

- ☐ Any reports with diagnostic information
- ☐ Any reports from the last twelve months from external agencies working with the child.

Review of Early Years Inclusion Funding

If these are not included, your review request will be returned and funding will cease until the required paperwork is received.

- ☐ EYIF Review form
- ☐ Three PCPs reviewed with new PCP showing what continued EYIF funding will be used for
- ☐ Assessment information/ tracking
- ☐ Any reports from the last twelve months from external agencies working with the child, if available.

With continued requests, it is expected that the setting will have worked with parent carers to seek external agency involvement; otherwise, the panel will expect to see progress made resulting in a reduction or ceasing of funding outcome decision.