**SEN Inclusion Fund (SENIF) Frequently Asked Questions**

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# **Application, Review and Transition Processes**

**Can you apply for SENIF in advance of a child starting at your setting?**

* The SENIF criteria states that EY LIFT needs to have been attended to access support from STLS and the advice from STLS should be implemented, embedded and reviewed to demonstrate impact. This impact will be reflected in the Specialist Teacher Record of Visit and Personalised Plans.
* However, there are some instances where SENIF is required to be in place to enable children to start due to the severity of their needs. These children are usually known to Portage, the Sensory Specialist Teacher or the Physical Development Specialist Teacher. Details of how to request SENIF in these instances can be found here: <https://www.kelsi.org.uk/special-education-needs/special-educational-needs/senif/how-to-apply-for-senif>

**What evidence is required for a child known to Portage who is yet to have started at my setting?**

For children receiving Portage, and have been known to this service for at **least 8 weeks,** who may require SENIF support in order to start at the setting, the following should take place:

* The expectation is that children have been known by Portage for at least 8 weeks so that adequate evidence is available to support any request for SENIF.
* a home visit/Pre-school Learning Group visit, will be undertaken with the Portage Practitioner and the Early Years setting.
* The SENCo/Keyperson completes the SENIF Request Form and the Current Personalised Plan building on the Portage Long Term Aims Achieved.
* The Personalised Plan should include some baseline attainment gathered from the home/setting visit and/or taster sessions the child has had at the setting.
* The Portage Developmental Profile and Long Term Aims Achieved do not need to be attached to these types of requests as this will be shared by the Portage Practitioner with the SENIF Finance Team to be added to the request evidence if they have known the child long enough to complete this evidence.

The expectation would be that in this instance a request for SENIF is made prior to the child starting at a setting and no later than the last day of the first term in which they joined, according to the [published term dates](https://www.kent.gov.uk/education-and-children/schools/term-dates). After this time the expectation would be that the child is known to STLS and a request for SENIF is made providing the mandatory evidence. This [document](https://www.kelsi.org.uk/__data/assets/pdf_file/0004/139351/Applying-for-SENIF-when-open-to-Portage.pdf) details the responsibilities of the family, Portage and Setting.

**Do I need to submit a Reviewed Personalised Plan when a child is known to Portage and I am applying for SENIF in advance of them starting at my setting?**

* No, in this instance a Reviewed Personalised Plan is not.
* It should be possible for the setting to create and provide the SENIF Request Form and a Current Personalised Plan, including baseline attainment, building on the child’s achievements in readiness for their start at your setting for their outcomes and the Developmental Profile for the baseline attainment.

**If a child has been known to Portage and their intervention ceased at end of August, to start in a PVI setting in September which coincides with Specialist Intervention starting at what point should we go to LIFT to ensure that access to Early Years STLS can be accessed?**

The setting should take the child to EY LIFT as soon as possible after starting/ceasing Portage so that the Specialist Teaching Service can have knowledge of the child and be able to add to their case list following the two terms of Specialist Intervention. This should ensure no gap in support for the PVI setting.

**Is the on-line SENIF Request Form the only request form or is there an option to print and post a request form?**

From September 2020 the on-line digital SENIF Request Form is the only request form available to make a request for SENIF.  This is in line with other digital forms that settings complete to access support.

**How can I send additional evidence to support a request after I’ve submitted the digital request?**

There is space on the request form to upload all the required evidence but any supplementary evidence can be emailed securely to [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) stating the child’s name and your setting name.

**Can we apply for SENIF for a child who is a non-British Citizen?**

SENIF is only ever agreed in line with a child’s entitlement and access to the Free Early Education Entitlement (FEEE), so they would need to be eligible and in receipt of this. Management information have confirmed that in terms of accessing FEEE the child does not have to be a British citizen to receive the funding.  The 3- and 4-year-old funding is universal for all children.

The [2-year-old funding](https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds) is subject to the household meeting the criteria whatever the nationality.

**How do we inform you if we need to make an adjustment to the agreement because the child’s attendance has changed?**

* You can send an email to [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk)  to inform us of the change so we have the request for our records.
* Please include the date from which the increase/decrease in attendance was from, the new hours the child will attend and reference to the child so we can identify them.
* If the change is to take up some of their Extended Entitlement (30 hours) We will also require the Extended Entitlement Eligibility Number, the parent applicant’s National Insurance Number and parent applicant’s name.
* We will verify with Management Information before an adjustment to Extended Entitlement can be made.

**Do we need to attach the parental agreement to engage to the request?**

No, on the “Parental Agreement” tab, you need to acknowledge the date that parental agreement was gained and hold the agreement to engage from the PCi2 part of the EY LIFT Referral form or Portage referral form on file.

**How many documents can be uploaded to the request?**

The request asks for only the required evidence to be uploaded, on the Essential Evidence tab:

* the Reviewed Personalised Plan,
* the Current Personalised Plan and
* the Specialist Teacher Record of Visit

From September 2022, the mandatory requirement to upload the STLS RoV has been permanently removed, however, the expectation is that the setting have sought STLS advice which they have implemented on a Personalised Plan and they upload the STLS RoV if one is available.

This is to enable setting to be able to submit their SENIF Requests where the Record of Visit is the only outstanding piece of evidence because it has not been received following the Specialist Teacher visit. This does not mean settings can apply for SENIF without the Specialist Teacher being allocated to the child or allocated but not visited.

There is a fourth place to upload a Risk Assessment, on the Pen Picture tab and this should be provided if you have indicated a child has HI, MSI, VI or PD as their primary need, or for example a reduced mobility.

On the Responsibility tab there is space to upload any other document you feel would be useful to the team when considering your request, this could be a medical report, for example.

**The evidence I am trying to upload is too large, what can I do?**

There is a 10megabyte limit per form. You can either compress the files you wish to upload to make them smaller or you can securely email the evidence which is too large to [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) referencing your setting and the child’s name so that the evidence can be matched to the request form.

**How will I know that the request has submitted?**

You will receive an autogenerated email once you have pressed submit to confirm that the request has been submitted.

**If a child increases their hours of attendance after headcount week can SENIF be increased in line with this?**

* No, for 3 and 4 years olds SENIF is agreed in line with the early education entitlement. Any increase in SENIF would be in line with the headcount data submitted to management information and would have to commence from the beginning of the following term.
* For children accessing Free for 2 funding or the extended entitlement (30 hours), which can be increased at any time, SENIF could be increased from the beginning of the following month in which the hours of attendance have increased.
* For any increases or decreases the setting should email the revised hours to the SENIF Finance Team at [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) (see question above).

**If a child attends multiple settings does each setting need to access LIFT before a request for SENIF can be made?**

* In the event that the child is known to STLS and the LIFT process has already been accessed by one setting then it would not be necessary for subsequent settings attended to repeat this process.
* It could be appropriate for each setting to access support from the Early Years Equality & Inclusion team separately.
* Each setting attended will need to make an individual SENIF request from the perspective of their setting.
* SENIF will be agreed pro rata attendance at each setting attended in line with the early education entitlement, this includes attendance at a childminder.

**A child in my setting I wish to apply for SENIF for lives in another local authority area, do I apply to Kent or their home LA?**

Under the Children and Families Act 2014, local authorities are responsible for children and young people with special educational needs (SEN) who are ‘wholly or mainly resident’ in their area. These duties are defined on where the child or young person lives and not on where they are educated.

Therefore, a request for additional provision should be made to the child’s home Local Authority under their processes.

**If a child in receipt of SENIF moves to a new setting, can the SENIF be transferred or does a new application need to be made? Does LIFT need to be accessed by the new setting before a new request can be made?**

* It is the responsibility of the setting to inform the SENIF Finance Team as soon as they are aware that a child will be leaving.
* There is an expectation that if at all possible, there will be a transition meeting and sharing of information relating to the child’s needs. There is a specific Transition section on the Early Years Personalised Plan which should be completed in this instance.
* Early Years LIFT should not need to be accessed by the new setting but confirmation from your district will need to be obtained about how ongoing support from STLS continues.
* Any existing SENIF can be transferred to the new Setting for no longer than the remainder of the existing agreement. This is determined on a case-by-case basis dependant on individual circumstances and the SENIF Finance Team will advise you of the duration of any transferred funds and the next steps for accessing SENIF ongoing.
* The new setting will need to confirm that the child has been included on the current Headcount and the number of hours the child will take up.
* The new setting will be required to make a new application for SENIF at the end of the transferred agreement.
* The SENIF Finance Team will inform the old setting when the last payment will be and if a recoupment of overpaid funds is required.

**If a child in receipt of SENIF moves to a new setting, and has a SENIF Practitioner allocated to them for a block of intervention can any remaining visits be transferred to the new setting?**

Yes. The current setting should complete the transition section of the Personalised Plan and share this with the new setting. The SENIF Practitioner can continue to support the named child with their transition into their new setting and for the remainder of the agreed visits.

**Who does the setting inform that the** **child has left?**

The SENIF Finance Team at [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) stating the date they left. Any SENIF which has been overpaid will be reclaimed.

**If a child is in receipt of SENIF, but has poor attendance due to illness, how does this affect the funding?**

* Lower than would be liked attendance is generally considered to be less than 90%.
* It is recommended that the setting makes contact with the SENIF Finance Team to discuss the attendance levels so that a decision can be made. Decisions are made on case-by-case basis taking into account the individual circumstances.
* Although we appreciate children can be ill there is an expectation that if a child has an extended period of absence, for an illness, hospital stay or an extended holiday then the setting will inform the SENIF Finance Team so SENIF can be put on hold pending the child’s return.
* In some instances, Complex Case Advisory Group may be asked to consider these cases.

**If a child makes good progress during the SENIF agreement and/or if a child is closed to the Specialist Teaching and Learning Service as they have met all of their targets will SENIF be stopped?**

If the Local Authority is made aware by the setting, Specialist Teacher or SENIF Monitoring Officer that a child has made good progress as evidenced by the last Reviewed Personalised Plan and last STLS Record of Visit a decision about whether it is appropriate to reduce or cease SENIF will be made at Complex Case Advisory Group. Good progress is defined as closed to Specialist Teaching and Learning Service (STLS) and/or have met their milestones.

**If funding is needed for another year, does a new request form have to be completed?**

Yes, as the needs of the child may have changed. From September 2023 a SENIF Review Form has been introduced which include all of the required evidence on one form for continued requests for SENIF.

**Are we reminded that our agreement is coming to an end?**

No, it is the responsibility of individual settings to manage their SENIF Requests, know when an agreement is due to end and make any subsequent required requests for SENIF. The agreement duration is detailed on the SENIF Outcome note which is sent to alert you that an agreement has been made. SENIF commences from the month following receipt of all required evidence so to ensure no break in funding all required request evidence will need to be received no later than the last day of the final month of the current agreement.

**Parents wish to defer or delay their child’s entry to school, is it possible to access SENIF?**

It is possible until the end of the term in which a child reaches their 5th birthday provided, they remain in receipt of the Early Education Entitlement, have agreement to delay or defer entry and is not on the role of a school.

Please consult the [Deferred Entry Flowchart](https://www.kelsi.org.uk/__data/assets/pdf_file/0011/104114/Deferred-entry-to-school-process-when-a-child-does-not-have-an-EHCP-v5.pdf) on the SENIF page of Kelsi for the additional required evidence.

**My Setting has received an Inadequate/Requires Improvement Ofsted Judgement, can I still apply for SENIF? Will existing SENIF be recouped?**

Yes, you can still apply for SENIF for any existing children in receipt of the Early Education Entitlement. Any existing SENIF will not be recouped. However, you may receive a visit from the SENIF Monitoring Officer shortly after the agreement is made/the judgement is made if SENIF is already in place and a further visit later in the SENIF agreement.

It will not be possible to agree SENIF for any new children joining your setting after a published Inadequate Ofsted judgement where children are not in receipt of the Early Education Entitlement.

**My Setting has received a Second Inadequate Ofsted Judgement, can I still apply for SENIF?**

Where a setting has received a second inadequate judgement in a row it will be confirmed to them when their entitlement funding will cease, as detailed in the provider agreement. SENIF will cease in line with this as SENIF is only agreed in line with Early Education Entitlement.

**How long should I keep records relating to SENIF for a child who has left my setting?**

The Pre-School Learning Alliance recommends that children’s records should be retained for a ‘reasonable’ period. That is usually 3 years after the child has left or until the next Ofsted Inspection.

**A child attends our Out of School provision, can I request SENIF for them?**

SENIF is only agreed in line with eligibility for and receipt of the Early Education Entitlement. If the child has reached school starting age/statutory school age and is on a school roll then they would not be eligible for the Early Education Entitlement or SENIF. If you are claiming part of the child’s Free Entitlement and you are registered to deliver the EYFS then this can be considered.

# **Education, Health and Care Plan (EHCP)**

**How do I apply for SENIF for a Child with a Proposed or Final EHCP?**

For children who have a Proposed EHCP or a Final EHCP and where SENIF is not already in place, a request for SENIF can be made. If SENIF is already in place then this will continue for the duration of the original SENIF agreement.  There should not be an automatic requirement to adjust SENIF once an EHCP has been issued.

The required evidence for children with a proposed or final EHCP includes the completed SENIF Request Form and their Current Personalised/Provision Plan including Current Attainment Levels. There is no requirement to submit the EHCP as the SENIF Finance Team should be able to access the proposed/final EHCP from the Local Authorities Children’s database.

**If a child has a Provision Plan as there is an EHCP in place do we still need to do personalised plans?**

Although it is not a mandatory requirement for settings to use the KCC early years personalised plan template, it is preferred as it captures relevant information. However, if this evidence is available within the Provision Plan then this document can be used.

# **Financial**

**When the funding is paid into setting bank accounts, will it identify the child for whom it is being paid – e.g. by name, initials, eligibility number?**

The reference will include current month, SENIF application number, child’s initials and funding end date. E.g. Sept-2020-SENIF-0001.CB.08-2021, and this should be on the remittance you receive. However, accounts payable could add any other payments due to your setting together so the amount you receive may be different to the agreed SENIF monthly amount.

**Will the payments be monthly e.g. total sum / 12 months including a payment in August when the setting is closed?**

Yes. SENIF is agreed on a 38-week academic year but paid in upto 12 equal parts, depending on agreement length/school start. The outcome sheet will confirm the Per Annum amount (12 months) and the start and end dates will indicate the number of months of agreed funding at the stated monthly amount.

**When can I expect to receive the SENIF payment?**

Once an agreement has been made payments are devolved monthly via the advance system. PVI Settings and childminders will receive this around the 30th of each month for the duration of the agreement. For maintained nursery classes the Schools Advance process is used to make the monthly payments.

**What is the expected time frame for approval of the funding once it is submitted?**

You will receive an autogenerated email when you submit your request for SENIF which should detail the current timeframe. The current timeframe will also be updated on the automatic response received from emails to the [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) email address.

**Is the funding back dated to the date of application? If I am requesting an increase due to a child’s attendance increasing will this be backdated?**

* New requests will commence from the beginning of the following month. This is provided the SENIF Finance Team are in receipt of **all** required request evidence and eligibility criteria is met.
* New requests received on or after the 1st of the month which are agreed will commence from the beginning of the following month.
* Increased attendance requests must be in line with current headcount data submission or they will commence from the beginning of the following long term.
* Increased attendance requests which are in line with current headcount data will commence from the beginning of the following month.

**Once SENIF is agreed, is it possible for settings to request a higher level of support because the needs of the child have changed since the original application?  How do they make this request?**

This would be possible in exceptional circumstances but there would need to be clear evidence that the current provision cannot meet the child's needs. A new SENIF Request form and **additional** supporting evidence to demonstrate how the current level does not allow you to meet the child’s needs would be required.

**Is there any criteria for spending the SENIF monies?**

* SENIF is allocated to settings to support the named child ensuring they are fully included within the setting environment, differentiated where appropriate.
* This could include enhancing existing ratios to deliver specific interventions with the named child, small group work, purchasing relevant resources, attending relevant training or taking up membership to Emporium.
* Using SENIF to pay for external professionals (such as Private SALT, Autism Specialists, ABA tutors, activity leaders\* (i.e. yoga or music teachers) are not appropriate uses of the fund nor is using SENIF to fund Universal resources (that would be available for all children) or consumables (laminating pouches, printer ink, sand, bubbles etc\*) \*Please note these are some examples and not limited to just these items
* Making adjustments/purchasing resources which would be considered reasonable adjustments (i.e. purchasing stair gate\* to close off areas of setting) are also not appropriate uses of SENIF. \*Please note these are some examples and not limited to just these items
* If you are unsure you can complete a [SENIF Implementation plan (SIP),](https://www.kelsi.org.uk/special-education-needs/special-educational-needs/senif/information-for-settings) which is sent to you with your outcome and can be found on Kelsi and share it with your SENIF Monitoring Officer before spending any funds.
* Please note if SENIF is used to purchase inappropriate resources a recoupment/adjustment of funds maybe made.
* An alternative could be to use some of the SENIF to purchase a membership to [Emporium](https://www.theeducationpeople.org/our-expertise/early-years-childcare/emporium/) in order that resources can regularly be refreshed.

**Can SENIF be requested for a child who is part of the SLI service – to carry out the programmes daily?**

KCC won’t fund the NHS to deliver programmes in settings. Funding is not provided for specific interventions but if criteria is met and funding agreed, the setting can determine how this is used in line with the Personalised Plan.

**What is a ‘Continuing Healthcare Plan’?**

This is a plan provided by the Children’s Disability Team for children with life limiting conditions and families could get additional funding.

**If I am unhappy with my SENIF outcome can I appeal the amount allocated?**

In the first instance please address your concerns to the SENIF Finance Manager at [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) who will respond accordingly. If you remain unhappy with the response the SENIF Finance Manager will direct you on how to raise your concerns further.

**If I need to change my bank details held with KCC for funding payments, who do I contact?**

SENIF payments are made via the established advance system to the bank account details held centrally for your setting. The SENIF Finance team are not able to change this. You should contact [Management Information](https://www.kelsi.org.uk/school-management/data-and-reporting/management-information/early-years-free-entitlement) to inform them of the change to your bank details and they will advise you of the process.

**I need to change my email address held with KCC, who do I contact?**

The SENIF Finance team use the registered email address shared with Management Information and are not able to change this. You should contact Management Information [MIEarlyYears@kent.gov.uk](mailto:MIEarlyYears@kent.gov.uk) to inform them of the change to your email address and they will advise you of the process.

# **SEN Support Allowance**

**Who is eligible to the SEN Support Allowance?**

Kent Private, Voluntary and Independent Pre-School Settings who are registered to receive the Free Early Education Entitlement.

The SEN Support Allowance is not paid to Maintained Nursery Classes registered as part of Maintained Schools or Childminders.

**How will the SEN Support Allowance be paid?**

The SEN Support Allowance will be funded at the start of each term (Autumn, Spring and Summer) as 3 x £100 payments. It will be paid directly into your setting bank account. You will not have to apply for it. However, accounts payable could add all payments due to your setting together so the amount you receive may be different to the expected amount.

**Do I have to keep a record of how the SEN Support Allowance is being spent?**

It would be good practice to. This would ensure that it is being used for it’s intended purpose to allow you to attend LIFT, SENCo Forums, complete paperwork/meet the parents of children with SEN etc.

**Should the SEN Support Allowance be ring-fenced?**

Yes

**How could the SEN Support Allowance be used?**

There is an expectation that attendance at least two Early Years LIFT meetings and one Early Years SENCo Forum should be attended. Further use of the funds could be used to release the SENCo/Keyperson to meet with a child’s parent/carer who you have identified have additional educational needs, complete paperwork relating to the child and attend relevant training relating to the child’s needs.

**How will the SEN Support Allowance be monitored?**

It would be good practice to keep records of how this fund has been used. For settings in receipt of SENIF when you receive your SENIF monitoring visit the SENIF Monitoring Officer will ask how you have used it and record it on their record of visit.

All settings will receive a short annual Questionnaire with questions asking about the how this allowance has been used.

**Will the SEN Support Allowance be an annual ongoing contribution?**

It is hoped so. However, this will be evaluated on an annual basis to see the impact of this funding and within the budgetary restraints on the Local Authority.

# **Disability Access Fund (DAF)**

**Who would be eligible for DAF? How do we apply?**

Three- and four-year-olds will be eligible for the [DAF](https://www.kelsi.org.uk/early-years/equality-and-inclusion/disability-access-fund-daf) if the child is in receipt of Disability Living Allowance (DLA) and the child receives the Universal or Extended early education entitlement. DAF is accessed via completing the DAF Funding Claim Form and returning to Management Information, more information can be found on Kelsi

**Are there any criteria for using the DAF**?

The Education People have put together a document [guidance on how to use DAF](https://www.kelsi.org.uk/__data/assets/pdf_file/0009/104994/Disability-Access-Fund-EYC-guidance.pdf)

**If DAF is used for buying specialist equipment. Who keeps the equipment? Is it the nursery?**

The expectation is that it would be good practice for resources to be passed to the receiving school if appropriate to do so but that any adaptions to the setting would obviously remain at the setting.

**If a child is attending a Kent setting but is in the care of another local authority where should the request for DAF & SEN Inclusion Funding be made?**

**DAF funding**: ‘In cases where a child who lives in one authority area attends a provider in a different local authority, the provider’s local authority is responsible for funding the DAF for the child and eligibility checking’. C/ref: Pg.18 Early years national funding formula Operational guide December 2016

**SENIF –** provided the child is living in Kentthis should be applied for in Kent by the Kent setting.

# **Specialist Intervention Request Process**

**How do we apply for Specialist Intervention for a child at our setting?**

* From September 2019 it became the responsibility of Specialist Teachers or Portage to make the request for Specialist Intervention.
* If you feel Specialist Intervention would be appropriate, then discuss this with your Specialist Teacher/Portage link.

**If a child has an NHS Care Coordinator but is not yet seen by Portage or a Specialist Teacher and specialist intervention is required because the child has severe & complex needs, who completes the Specialist Intervention Request Form?**

When a child is not known to anyone in education the Care Coordinator can contact the SENIF Finance Manager and ask them to add the child’s details to the next MAP agenda. This will allow them to raise the child and their needs with the other district professionals resulting in a plan for that child to be put in place which involves education.

**Can SENIF be claimed for a child who is accessing a Specialist Intervention?**

Yes, SENIF can be agreed in line with a child’s actual attendance in line with their eligibility for and access to the Free Early Education Entitlement.

If a child’s attendance changes as a result of taking up Specialist Intervention you should inform the SENIF Finance team at [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk) stating the child, the change of hours and the date of the change. This could result in an adjustment being made to recoup any overpaid funds.

**What should I put on my headcount submission for a child accessing hours at my setting and also accessing Specialist Intervention?**

Please refer to the [Guidance for headcount submission when a child accesses Specialist Intervention](https://www.kelsi.org.uk/__data/assets/pdf_file/0014/101903/Guidance-for-Headcount-Submission-when-a-child-accesses-Specialist-Intervention-22-23.pdf) document which is located “Information for Settings” page on Kelsi. For any further information please contact the SENIF Finance Team on [SENIF@kent.gov.uk](mailto:SENIF@kent.gov.uk)

# **Free Early Education Entitlement (FEEE)**

## **Extended Entitlement**

**Does every child have an eligibility number even if they don’t attend 30 hours?**

No.

Please see the Management Information page on Kelsi for more information on the [Extended Entitlement](https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare/parents-guide-to-30-hours-of-funded-childcare)

**Can two settings apply for SENIF for the same child if they access their 30 hours extended entitlement in different settings?**

Yes, pro rata attendance at any other PVI or maintained setting or childminder in line with the free extended early education entitlement which will need to be verified with Management Information before the request can be processed.

**Can foster carers claim the 30 hours extended entitlement for their foster children?**

From September 2018 some children in foster care who are aged 3 or 4 years old may be able to receive 30 hours free childcare, if the following criteria are met:

* Accessing the extending hours is consistent with the child's care plan and;
* Where there is a single foster parent family, the foster parent is engaging in paid work outside their role as a foster parent or;
* Where there are two foster parents in the same fostering household, both are engaging in paid work outside their role as a foster parent.

The foster carers' supervising social worker need to complete a separate application form to enable an eligibility check to be undertaken.  This will need to be signed by a designated person (the Children in Care Service Manager) before being sent to Management Information to process and issue the 30 Hour code for the carer to take to their provider. The application (and re- confirmation) forms are below and must be submitted before 31 March, 31 August or 31 December for childcare the following term.

<https://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education/30-hours-of-free-childcare/fostering-eligibility>

# **Free for 2 (FF2) Funding**

**If a child is not eligible for Free for Two Funding but we have identified that some additional provision would be required, can SENIF be requested?**

No, SENIF is only ever agreed in line with one of the Early Education Entitlements – FF2, Universal or Extended – pro rata with any other PVI place the child attends.

**If a child is eligible for Free for Two Funding but is attending a setting that isn’t registered to take Free for Two, can SENIF be requested?**

No

**We have SENIF agreed for a child who is eligible for Free for Two Funding but we have not claimed this funding, can SENIF be allocated?**

No, as this is the non-statutory element of the fund SENIF should only be released where the setting are in receipt of the FF2 funding.