

## A professional's guide to Haringey's Additional Funding for children with SEND in the Early Years 2024-25

There are five different types of extra funding available for children with additional needs in the Early Years

- 1) Pre-school Early Years Inclusion Funding (known as Early Years Top Up)
- 2) Reception Early Years Inclusion Funding (Reception Top Up)
- 3) Disability Access Funding (known as DAF)
- 4) Inclusion Access Funding
- 5) EHCP funding

### 1. Pre-School Early Years Inclusion Funding (known as Early Years Top Up)

#### Who is eligible for Early Years Top Up?

- Early Years Top Up is available to children whose needs fall in band 3 or 4 of the Haringey EYFS Banding Guidance: [Early Years Banding document web v2 \(haringey.gov.uk\)](https://www.haringey.gov.uk/early-years-banding-document-web-v2)
- It is available to children aged 9m to the end of Reception eligible for Early Years Entitlement.
- It is available to all children attending Haringey Settings regardless of where they live.
- It is NOT available to children with EHCPs

#### How much funding will I receive?

- Funding is paid at an hourly rate based on the number of hours free entitlement the child is accessing. In the academic year 2024-25, the rates are:  
**Band 3: £7.50ph    Band 4: £10.50 ph**
- The rate is subject to review on an annual basis.

### 2. Reception Early Years Inclusion Funding (known as Reception Years Top Up)

#### Who is eligible for Reception Top Up?

- Reception Top Up is available to children whose needs fall within Band 3 or 4 of the Haringey EYFS Banding Guidance
- It is available to Haringey children in Haringey schools
- It is NOT available to children with EHCPs

#### How much is Reception Top Up?

- Reception Top Up is paid at an annual rate pro-rataed to when it is agreed.
- In the academic year 2024-25 the rates are:  
**Band 3: £6750        Band 4: £14500**
- The rate is subject to review on an annual basis.

### **What can Early Years or Reception Top Up be spent on?**

- Top Up funding is for the setting, and they choose how to spend it.
- Top Up funding **can** be spent on:
  - Specialist resources or equipment
  - Training
  - Staff cover to attend training
  - Additional staffing to increase the staff ratio

### **It cannot be spent on:**

- Additional hours for the child to attend nursery or after school activities
- Specialists to work directly with the child e.g. private speech and language therapists
- Resources which are part of the everyday education offer e.g. train track, playdough
- Parental expenses

### **How do I apply for Top Up?**

- Any professional who knows the child well can apply for top up. This is usually someone in their school or early years setting but could also be someone like their sensory support teacher, speech therapist, Portage worker or health visitor.
- Top up can be applied for once the child has settled in school/nursery or for children with identified needs before they start to enable them to have support right from the start.
- The professional completes a short online application form. The link to this is available in the [Early Years SENDCo Space on the local offer](#).
- You must create an account with Haringey and be logged in to access the form. Create the account with a shared email address so that you are not the only person who can access it.
- The application must be done with parents and cannot be sent without consent.
- Support to complete top up requests is provided at termly sessions run by the inclusion team via the HEP website

### **What happens when I have applied?**

- The form will be considered by the SENIF panel which meets once a fortnight during term time.
- The panel consists of a member of the Inclusion team, the educational psychology service, the therapies team and SENDCos from Haringey EY settings on a rotational basis
- We aim to process your request within 3 weeks but there may be a delay if we receive an exceptionally high number of requests.
- The panel will decide whether the child meets the criteria for top up funding and if so what level

### **What happens if top up is agreed?**

- The setting will be notified within a week of the panel that it has been agreed and the banding which applies to the child
- Payment will be calculated from the day of the panel (or the start date of the child in the setting if this is later)
- It will be paid monthly.
- It is the setting's responsibility to inform families of the outcome of the panel

- The funding will cease after 6 months unless the setting submits a review. An automatic reminder and a link to the review form will be sent to the applicant's mailbox. Only the professional/setting which made the request can review it. If the child has started a new setting since the request was made, a new request will need to be made which accurately describes the child's needs in the setting
- If the child continues to require top up after a 12-month period, a new request will need to be made. This is to ensure that the description of the child's needs remains up to date.

#### **What happens if top up is not agreed?**

The setting will be notified within a week that top up has not been agreed and the reason why.

This may be because:

- The child does not meet the criteria i.e. reception child who lives out of borough, is not in receipt of free entitlement.
- The child's needs can be met within the ordinary offer of education possibly with inclusion access funding or the school SEND budget.
- You have not provided enough information.

If you want to discuss this:

- You should have a conversation with your Area SENDCo or the Early years Inclusion Manager.
- You can re-apply with more information following the discussion if you both agree this is appropriate
- There is no right to appeal for the panel decision

#### **How does a child move from Early Years to Reception Top Up?**

- Transitions can be particularly difficult for children with SEND. Top Up has been redesigned to make them smoother and to allow for consistency
- Early Years settings should review top up in the summer term before the child starts school – if the panel agrees the child still needs the funding, it will be extended until February half term in the Reception year.
- Schools should review the top up between Autumn half term and Spring half term once they are clearer about what support the child will need in school once they have settled

### **3. Disability Access Funding (DAF)**

**What is DAF?**

- DAF is a lump sum for preschool children in receipt of DLA\*.
- This includes children delaying entry as long as they are under 5.
- Settings receive £920 (if children attend more than one setting, the parent can choose which setting receives it)
- The funding is to support the setting to become more inclusive. It can be spent on:
  - Specialist resources or equipment
  - Training
  - Staff cover to attend training
  - The rate is nationally determined.
- Support for parents to request DLA is available from the Markfield project: [Markfield - Together for Inclusion | Markfield Road London N15 4RB](#)

### How do I apply?

- Tick the box on the Early Years Portal stating child eligible for DAF
- Upload a copy of the parent's letter showing DLA has been agreed
- You will receive the payment through your cash flow

### 4. Inclusion Access Funding

- This is a lump sum for preschool children at Band 2 of the Haringey EYFS banding framework (see Appendix 1).
- Settings receive £500\* (if children attend more than one setting, the parent can choose which setting receives it)
- The funding is to support the setting to become more inclusive. It can be spent on:
  - Specialist resources or equipment
  - Training
  - Staff cover to attend training
- It is a one-off payment. The amount is subject to review on an annual basis.

### How do I apply for Inclusion Access Funding?

- It is agreed at your Early Years Cluster group which is led the EPS.
- You can find out more about your Early years cluster group in the [Early Years SENDCo space on the local offer](#).

### 5. Education Health Care Plans (EHCPs)

The extension of Top Up to the end of Reception means that an Education, Health Care plan is not necessary for most children because:

- the funding for Top up and EHCPs are the same
- the criteria for an EHCP are the same (Band 3 or 4)
- there is no preferential access to services for children with or without EHCPs
- Early Intervention makes the most impact on a child's life and when a child is being assessed for an EHCP they are missing out on time which could be spent receiving therapy
- Young children develop at very different rates and so the assessment will be more accurate when done when children have had more time to develop with professionals who do not know the children well

### When is an EHCP necessary?

There will be some children for whom an EHCNA is necessary. This is:

- If a child will be going to Y1 in the next 6m and will need support above and beyond the ordinary offer
- If a child who has needs above and beyond the ordinary offer is likely to be moving out of borough or to an out of borough setting in the next 6m e.g. those in temporary emergency housing, those in foster care
- If a child is likely to move to a specialist provision in the next 9m
- If a child has ongoing severe and complex needs and require a co-ordinated approach from professionals across education and health and/or care
- Children can continue to receive top up while they are undergoing EHCNA

## How do I apply for an EHCP?

- You can find out more about EHCPs and how to apply for them on the Haringey Local Offer. [Education, Health and Care Plans \(EHCPs\) | Haringey Council](#)

## 6. Support for Parents and Carers to understand the offer

We have worked with SEND Power to produce leaflets which explains the systems to families. You can download them from the SENDCo space on the [Early Years SENDCo space on the local offer](#).

Alternatively, we have a weekly drop in (term time only) to provide support and advice for families of young children with SEND. Parents are welcome to bring their children to the session and staff will be available to play with them while they are talking to a professional.

You can find out more about this by emailing [portage@haringey.gov.uk](mailto:portage@haringey.gov.uk). We will also be arranging some online sessions for parent which we will send you details about.

## 7. Interim Measures to support the introduction of the new Top Up System

The process of moving to an online system will mean some changes will need to be put in place for children for whom Top Up funding has been applied for using the old paper-based system. They will need an online request to be made (only children for whom an online request has been made will be able to complete a review).

There may be some delays in payments for the first month while all settings are added to the new payment system. This may mean that settings will receive two month's payments in October before moving to monthly payments.

This guidance will be reviewed in July 2025.