

Simple Guide to Early Years Funding for Inclusion (EYFFI)

What is FFI?

Funding for Inclusion (FFI) is the system for sharing out the special educational needs (SEN) High Needs Top Up budget to settings

- A child's needs can be categorised in one (or more) of the following bands:
 - A band – cognition and learning needs
 - B band – vision needs
 - C band – hearing needs
 - D band – physical needs
 - E band – communication and language needs
 - F band – social, emotional and mental health needs
 - G band – health care needs

What is EYFFI and who can access this?

- EYFFI is available for Leeds residents or Children who are Looked After in care to Leeds
- EYFFI is available for children aged 2, 3 and 4 years old until they transfer to Reception and is based on a maximum of 15 for 2 year olds or 15 or 30 hours for 3 and 4 year olds per week educational provision during term time (38 weeks per year)

How is funding determined and distributed?

- EYFFI is provided to children who receive educational provision in school nurseries, children's centres, private, voluntary or independent nurseries and child minders. Funding can be split across settings. It cannot be used to pay for additional childcare hours above FEEE eligibility.
- FFI is allocated based on criteria determined by Children's Services. Children must meet EYFFI criteria in order to access funding.
- Criteria for 2, 3 and 4 year olds is available in the FFI Handbook ([Section 3](#))
- EYFFI is applied for by education and health professionals who know the child best and the process for applications is evidence based in order to match needs according to criteria. Schools and Children's Centres should apply for A and E Band funding if the child already attends. Other early years settings cannot apply for EYFFI directly, however where a child has communication and interaction needs the setting will be involved in the completion of the application. The forms and guidance to apply for E Band are available in Section 3 of the FFI Handbook.
- Termly EYFFI Moderation Panel considers a sample of applications and approves funding allocations
- Funding is allocated from the beginning of the term following approval of the application and either the child's 2nd or 3rd birthday, or the term following the application if the child is over 3 years of age.
- Settings are not notified directly of funding allocations if they have not applied directly – parents receive notification of funding agreed and if the child is not already in a setting a placement confirmation/provision map form to pass onto the setting. Otherwise the setting will receive a copy of the letter and a

separate notification of funding adjustments or payments to be made for the remainder of the academic/financial year.

- Payments are based on maximum of 15 or 30 hours per week over 38 weeks pro rata. Adjustments are made if the child leaves the setting or subsequently if they receive their educational provision from another setting or if they are no longer eligible for FEEE during a period of extended holiday. School nurseries receive funding directly to their school budget for the remainder of the financial year

How does EYFFI get reviewed?

- For funding to continue the setting must arrange termly reviews to discuss the child's progress and outcomes and review targets as part of the graduated approach (assess, plan, do, review). A copy of the notes from this meeting must be returned using the Inclusion and SEN Additional Support Record ([ISAR](#)) form to the FFI Team by the end of each term so funding/payments continue
- ISARs are used by the FFI Team for monitoring and quality assurance purposes to ensure that appropriate provision is being made for children. This produces valuable information in providing support and challenge to settings as appropriate

What happens next?

- EYFFI does not automatically continue for children moving into Reception as schools must provide support for children out of their Notional Inclusion Budget up to the value of £6,000 before FFI High Needs Top up is allocated
- Any parent/s who would like their child to be taught out of chronological year group, must speak to the SEN Coordinator (SENCO) at their child's setting to arrange a review which should include the child's parents, SENCO and any outside professionals involved to discuss and agree a recommendation. An application should also be made to the Admissions Team. EYFFI will only continue if the request is approved. Further guidance on the Admissions process is available via the following [link](#)

Want to know more?

FFI Handbook documents (Refer to [Section 3](#))

If you require any further information please contact:

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