**Early Years Inclusion Grant – Parent\Carer Consent Form**

**Purpose of the Grant**

The Early Years Inclusion Grant is for children who have been identified as having low or emerging special educational needs and are accessing 2, 3 or 4 year old funding. The financial support is there to support early year’s childcare settings including schools that provide 2, 3 and 4 year old funded places. The funding can be used to buy essential specialist equipment and/or enhance staffing ratios to support a child who has a Special Educational Needs (SEN) Support Plan.

Children who have a high level or complex special educational need who require an Education, Health and Care Plan may also receive support through this grant whilst a setting or school are preparing to submit an EHCP.

**The Application Process**

An early years setting or school must have your signed consent before submitting an Early Years Inclusion Grant application as they will be sharing personal information about you and your child with professionals from Barnsley Metropolitan Borough Council. The information shared is kept to a minimum but needs to ensure a discussion can take place on whether the setting requires extra funding to support your child.

The discussion takes place between services within the council who represent health, early years and inclusion services. The professionals/services may also hold information regarding your child that may be used to make a decision, for example a specialist teacher may have just completed a visit and the report may not form part of the application but may be used to support a decision.

The application form will give details of the setting, your child’s name date of birth and information on developmental progress, any diagnosis, explanation of any barriers to progress and information on how the setting will use the grant and the impact it may have if agreed.

The setting is responsible for scanning and submitting the application form and this consent form securely using the Egress system (a method of secure email exchange) and the forms must have been received by the submission dates provided. Any form that misses a submission date will be saved in a secure folder and submitted to the next appropriate panel.

**Outcomes**

If the setting\school is successful in securing the grant they will receive the funding from the Monday following the panel meeting (unless they have requested an alternative date and this is agreed by panel). If the application is not approved this could be for a number of reasons which will be explained to the setting/school. If they are unhappy about a decision they can resubmit following the advice given or they can appeal to the Early Years’ Service and Strategy Manager.

**Keeping and Disposing of Application Forms**

Application Forms and all information provided to support an application will be held electronically for a maximum of 3 years to support internal audit. The anonymised data may be used for inspections, reports and to ensure the efficient and effective use of the funding.

Financial information including minutes from the panel meeting relating to the grant will be held for 7 years as per financial regulations.

For further information on storage and processing please see Barnsley Metropolitan Borough Council Privacy Statement on the website:

<https://www.barnsley.gov.uk/services/information-and-privacy/your-privacy/>

**Parental\Carer Consent**

By signing below you are giving your consent for the setting to send the personal information they have requested or hold on you or your child to Barnsley Metropolitan Borough Council. The information sent or accessed at the meeting will only be used in the discussion to make a decision as to whether the early years setting or school should receive funding to support your child.

I/We have parental responsibility for (please insert the child’s name):

I/We give consent for (please insert the setting/school name):

to submit an Early Years Inclusion Grant to support my child.

Parent/Carer(s) Signature:

Parent/Carer (Print Name):

Date:

**Withdrawing Consent**

If you wish to withdraw your consent prior to panel or when your child is accessing the funding, please contact Families Information Service on 0800 0345 340 and ask for the Senior Quality Improvement and Projects Officer. Please be aware funding cannot be sought without consent.