

## **Monitoring the use of Early Years Top-up Funding**

**January 2024**

Some children with special educational needs (SEN) may require support throughout their education. For all children, identifying their needs early helps them to make good progress and have a positive transition into adulthood.

Early Years Top-up Funding (EY TUF) is a sum of additional funding to support providers to meet individual children's needs and to help work towards agreed outcomes.

It can be spent on additional support for the child within the setting, for example enhancing staff ratios, as well as additional resources and equipment.

The funding can also be used to meet the child's needs through specialised training for staff members and releasing staff to liaise with parents/carers and other professionals.

North Somerset's Early Years Area SENCOs team will liaise with providers to discuss how they are meeting the needs of funded children, how EY TUF is being used, the impact of support and the outcomes for the child.

All Early Years Top-up Funding must be used specifically in support of the named child. Misuse of this funding will lead to it being withdrawn.

Providers must record and monitor their Early Years Top-up Funding spend and outcomes separately from other streams of funding. This could be requested at any point for routine auditing or quality checks by the Early Years Team or Education Funding Team.

In addition, each month the Early Years Team, Early Years Consultant (SEND) and Early Years Advisor (SEND) will carry out monitoring and audit visits to providers in receipt of Early Years Top-up Funding.

These will usually be selected by identifying a child who has been in receipt of funding for a year using panel outcome sheets. They will discuss how providers are meeting the needs of the SEN funded child, how Top-up Funding is being utilised and the impact of support. They will do this by scrutinising documentation, observing support provided in session and through discussion with the child's key person. They may also contact parents/carers as part of this process to gain their views on the impact of funding.

The process is intended to be supportive and following the visit the Early Years Team may make recommendations such as resubmitting for a different level of funding or making referrals to other services, provide additional advice and guidance to the provider or signpost to additional training. They will provide a short report outlining any recommendations, advice, or guidance in respect of the support for the child.