

**Disability Access Fund (DAF) – Request Form**

**Section 1) Child and Family details**

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| **Child’s Name** |  | **DOB** |  |
| **Gender** |  | **Ethnicity** |  |
| **Parents / Carers Names** |  | **Parents / Carers Address** |  |
| **Contact Number** |  | **Postcode** |  |

**Section 2) Early Years Setting Details**

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| --- | --- |
| **Early Years Setting Name** |  |
| **Early Years Contact Name** |  |
| **Early Years Setting Email Address** |  |

**I confirm that evidence of Disability Living Allowance (DLA) has been seen and I have enclosed proof of this for the above named child.**

**Please note payment will not be made without proof of DLA.**

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| **Early Years Setting Signature** |  |
| **Date** |  |

**Section 3) Details on how the funding will be used**

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| **What are you going to do differently or more of?** |
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| **How will you know it has made a difference?** |
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**Section 4)** **Parental consent and additional information**

It is important to note that Disability Access Funding will not be refundable and once payment has been made that decision is final. Even if your child moves to a different Early Years Setting the Disability Access Funding will not be available until 12 months after this payment. It is also important to note that this fund will only be issued to an Early Years Setting once a signed headcount form has been received which clearly shows the child for which the fund is being claimed.

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| **I confirm that Disability Access Funding (DAF) of £938.00 should be paid to the above Early Years Setting.** |
| **I understand that the Council will share this information with other teams within People & Communities in order to provide a comprehensive service to you and your family. The Council will not share information with any other third party without your consent or as required by law.** |

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| **Parent / Carer Name** | **Parent / Carer Signature** | **Date** |
|  |  |  |

**Section 5) Early Years Setting acknowledgement**

Settings must keep receipts and proof of what DAF has been spent on for audit purposes. Ofsted is interested in the quality of support for children with SEND and it is important to document and evaluate the impact of additional funding and any additional support and/or arrangements in place.

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| --- | --- | --- |
| **Setting Name** | **Setting Signature** | **Date** |
|  |  |  |

**Please return this form via GlobalScape / NextCloud or to the following address:**

Early Years Special Educational Needs and Disability Inclusion Panel (SENDIP)

Bath and North East Somerset Council

Lewis House

Manvers Street

Bath

BA1 1JG

Email – SENDIP@bathnes.gov.uk