

Early Years Transition Grant Terms and Conditions



1. Eligibility

- 1.1 The provider must be registered on the Trafford Directory and be located in Trafford.
- 1.2 The provider must be registered with Ofsted and be on the Early Years register.
- 1.3 The earliest that funding is available is the term after a child turns 9 months old. For funding purposes terms start on 1 January, 1 April and 1 September.
- 1.4 Funding is available for children attending a school nursery class or Private Voluntary and Independent (PVI) provider located in Trafford, regardless of where the child lives.

2. Applications

- 2.1 Application forms must be submitted online and received no later than the cut off date advertised on the website
- 2.2 A parent/carer consent form must be received before the provider application can be discussed at the panel meeting.
- 2.3 The provider is responsible for liaising with the parent/carer and ensuring they complete the consent form.
- 2.4 All applications will be considered by the multiagency Early Years SEND Panel and the outcome will be communicated to the provider within 1 week.

3. Funding

- 3.1 The provider must agree to use the funding as detailed in the application and in accordance with the outcome of the panel meeting.
- 3.2 Providers must agree in writing to the terms and conditions before payment can be made. This includes any specific recommendations made by the Early Years SEND Panel.
- 3.3 Payment arrangements will be different depending on the type of provider:
 - a. Private Voluntary and Independent (PVI) providers will receive payment into their account via BACS within 3 weeks of the panel date
 - b. Schools will be paid through the monthly adjustment system.
- 3.4 The provider is responsible for recruiting and employing additional staff. Staff working with the child must be qualified to at least Level 3 in a relevant subject.
- 3.5 The local authority will not take responsibility for any costs incurred before the application has been approved.

- 3.6 The provider must inform Trafford Council if the child leaves or is absent for more than 5 consecutive working days. Failure to do so may result in further funding being withdrawn.
- 3.7 The provider must work in partnership to support the child's needs with the SEN Advisory Service (SENAS) and other support services such as Sensory Impairment Service, Trafford Early Development Service (TEDS) and Speech and Language Therapy (SALT) Service.