

## **Are you aware of a child in receipt of disability living allowance? (DLA)**

### **Disability Access Fund (DAF)**

**This fund is for the purpose of assisting children with SEND to access their early year funding entitlement. It will help providers to make changes to their provision to accommodate children with SEND.**

DAF is payable as a lump sum of £938 once a year per eligible child.

If a child is eligible for DAF and is splitting their funding across two or more providers, the parents will need to nominate the main setting where the local authority should make the DAF payment.

### **Eligibility for the Disability Access Fund**

All children will be eligible for the DAF if they are attending an early years setting that provides funded places, and meet both of the following criteria:

- The child is in receipt of disability living allowance.
- The child receives early years funding at that setting.

DAF can be claimed in addition to Early Years Inclusion Funding.

**(Please note that four year olds in school reception classes (F2) are not eligible for DAF funding).**

Children do not have to take up their full entitlement of funded hours in order to receive DAF. The funding can be claimed from the start of the term in which their funding begins.

If a child receiving DAF moves from one setting to another within a financial year, the new setting is not eligible to receive DAF funding for this child within the same financial year. DAF funding received by the original setting will not be recouped.

In cases where a child who lives in one authority area attends a provider in a different local authority, the provider's local authority is responsible for funding the DAF for the child and eligibility checking.

### **DAF Expenditure:**

- Providers should ensure that the DAF aids the access of the child with SEND to their early years place, for example by making reasonable adjustments to their setting and / or helping to build capacity, whether that is for the child in question or for the benefit of all children attending the setting.
- DAF may be used for staff training to support a child's specific need.

Please note any applications through the inclusion funding process for either training or specialist equipment will consider, how DAF has been used.

Updated April 2025 - Nottinghamshire

Intended reader – providers and professionals from other services.

### The payment process for providers

Providers will need to complete the application within the headcount task for the relevant term and upload evidence that the child is in receipt of Disability Living Allowance (a copy of their letter from the DWP showing the dates that they will be in receipt of DLA) and a copy of the Parent Declaration form, with section 4 completed showing that the parents have nominated them as the setting that they wish to claim DAF for their child.

Select “Nominated for DAF” on the Funding Details tab:

Summary Child Details Parent / Carer Details **Funding Details** Documents Notes

**Funding Details**

**Start Date\*** 01-Jan-2023

**End Date\*** 31-Mar-2023

**Weeks Attended in Term\*** 11.00

Present during Census ☒

Attends Two Days or More ☒

**Nominated for DAF\*** ☒ Yes ☐ No

The DLA letter and Parent Declaration Form should then be uploaded on the child’s Documents tab:

Summary Child Details Parent / Carer Details Funding Details **Documents** Notes

**Supporting Documents**

Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.  
Allowed file types are: All file types permitted  
Files may not be larger than 10 MB.

Description*	File Name
No Documents Uploaded	

Upload a file

This option is only available when a headcount task is open.

If you wish to apply for DAF outside of headcount dates, or have any queries regarding this funding, please contact [eypp@nottsc.gov.uk](mailto:eypp@nottsc.gov.uk)