DERBYSHIRE
County Council

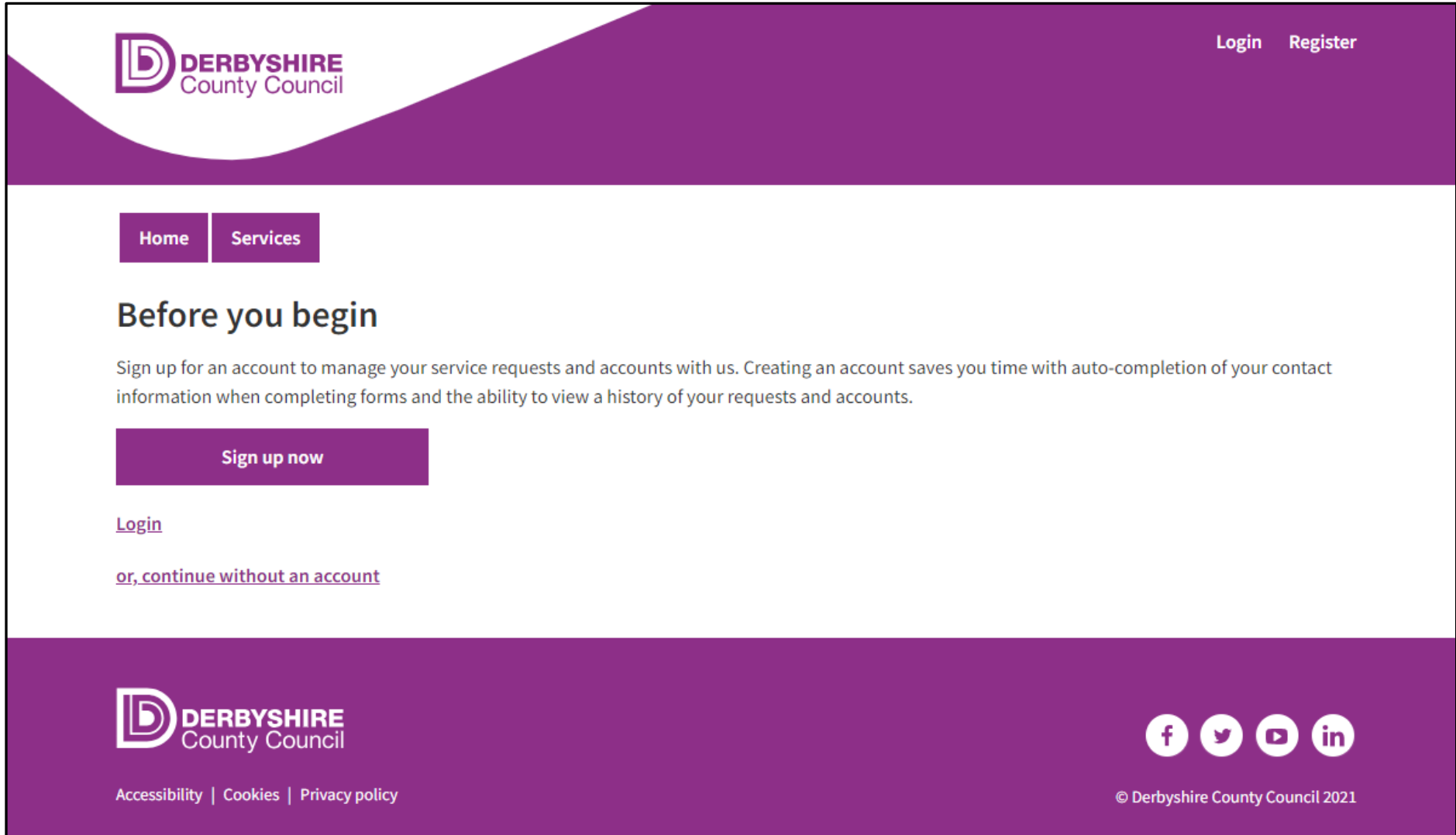## Guidance for completing the Online EYIF Evaluation Form

Following the link to the Online EYIF Evaluation Form will take you to this screen. You should sign in or register for an account if you haven't already.

When you have signed in, you will see the evaluation form.

Please refer to the guidance notes and handy hints on the Derbyshire Local Offer to help you complete the form:

- Derbyshire Local Offer – EYSEN Inclusion Fund Guidance Notes
- Derbyshire Local Offer – EYSEN Inclusion Fund Handy Hints

Complete the child's details. The form works like other online forms with drop-down options, date functions and address searches. Once the information has been added. Select 'Next'.

The next section is for the setting and requester details. All settings should be on the list in alphabetical order (childminders are listed surname first). If, however you can't find your setting on the list, there is an option to enter it manually.

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Early Years SEN Inclusion Fund - Evaluation Form

| Information | Child Details ❗ | Setting Details ❗ | Special Educational Needs | Identified Outcomes and recommendations |

Current Setting Details

Please provide details of the child's current setting

Please select your Setting Name

Childminders are listed as Surname first

Select... ▲

Select...
Abbotsholme School, ST14 5BS
ABC Nursery School Ltd, S43 3XN
Abercrombie Primary School, S41 7LP
Adams, Karen, DE23 3WG
Adamson, Zoe, DE56 1HJ
Adcock, Michelle, DE5 3EW

Attendance Pattern Including any provisions for stretched funding arrangements *

For example "Mon - Fri 09:00 - 1:00 Term Time Only"

Please scroll down the section for the setting and requester details and complete the remaining fields. Once the information has been added. Select 'Next'.

Please select the type of setting *
- ○ A Maintained Nursery Class
- ○ A Maintained Nursery School
- ○ PVI Sector

Requester Details

Please provide the name and position of person making the request.

Requester Details

First Name *

[   ]

Surname *

[   ]

Please enter your email address below

[   ]

Please re enter email address

[   ]

Telephone Number *

[   ]

Position *

[   ]

Is the child attending another setting? *

Select...   ⌄

[Previous]   [Next]

Next you need to give updated information about the child's special educational needs. Give a description of the child's strengths, needs and developmental levels.

Use the Celebratory checkpoint or other developmental profile. If a specialist teacher is working with a young child, you will have small steps developmental information to include.

You must include this information so that panel can see whether the learning outcomes you request funding for are well matched to the child's level of development.

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Please provide details of the child's special educational needs below.

This section may include any diagnosis the child has.

Developmental evidence may include information from the EYSEN Celebratory Checkpoints (contact the Early Years SEN Helpline(children's Services) EarlyYears.SENHelpline@derbyshire.gov.uk for more details) or other developmental profiles.

Please show the successes and challenges the child faces through your shared narrative.

Evidence from Foundational skills should also be included

Details of the child's special educational needs *
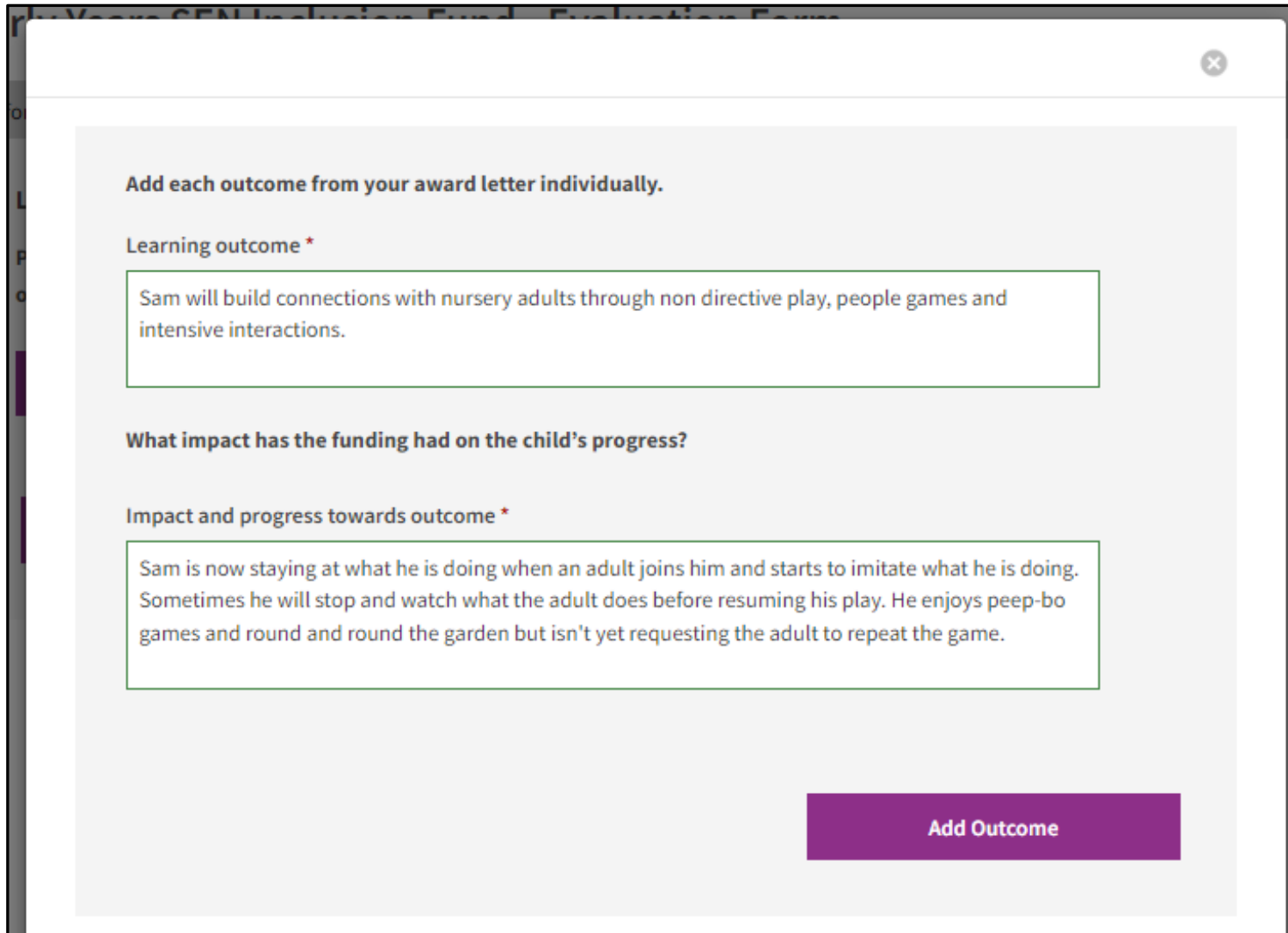
Names of professionals supporting the child in the setting *

Previous		Next

Then tell us about the progress the child has made towards the learning outcomes that were listed in the previous award. This should evidence the impact of the funding.

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Learning Outcomes

Please provide the learning outcomes as listed on the previous agreement and a summary of progress toward each outcome.

Add Outcome

Previous

Click on 'Add Outcome' and complete fields in the pop-up box that appears:

Add each outcome from your award letter individually.

Learning outcome *

Sam will build connections with nursery adults through non directive play, people games and intensive interactions.

What impact has the funding had on the child's progress?

Impact and progress towards outcome *

Sam is now staying at what he is doing when an adult joins him and starts to imitate what he is doing. Sometimes he will stop and watch what the adult does before resuming his play. He enjoys peep-bo games and round and round the garden but isn't yet requesting the adult to repeat the game.

Add Outcome

Click 'Add Outcome' again and repeat this process so that you have provided evaluations of all the learning outcomes set in the previous EYIF award. There will have been either 3 or 4 learning outcomes set.

When you have added all the outcomes and impact/progress evaluations, you then must select an option from the drop-down 'Recommendations after evaluation' menu:

Early Years SEN Inclusion Fund - Evaluation Form

| Information | Child Details ❗ | Setting Details ❗ | Special Educational Needs ❗ | Identified Outcomes and recommendations ❗ |

Learning Outcomes

Please provide the learning outcomes as listed on the previous agreement and a summary of progress toward each outcome.

▼	Learning outcome	Impact and progress towards outcome
✏	Sam will build connections with nursery adults through non directive play, people games and intensive interactions.	Sam is now staying at what he is doing when an adult joins him and starts to imitate what he is doing. Sometimes he will stop and watch what the adult does before resuming his play. He enjoys peep-bo games and round and round the garden but isn't yet requesting the adult to repeat the game.

Add Outcome

Recommendations after evaluation *

Select... ⌄

Select...
Outcomes achieved and barriers to learning removed
Progress made toward some outcomes, but barriers remain. Further funding requested

Previous

If you are sending an evaluation and not requesting further funding, please select the 'outcomes achieved and barriers to learning removed' option and submit the form. If you are evaluating and requesting ongoing funding, please select the second option. You will then be prompted to add the new learning outcomes that you are requesting further funding for. You need to give appropriate timings for these.

Recommendations after evaluation *

Progress made toward some outcomes, but barriers remain. Further funding requested

New Learning Outcomes

Please click Add Outcome to add new learning outcomes

Add Outcome

After clicking 'Add Outcome'. The following pop-out window will be displayed. Complete the information and select 'Add Outcome' again.

What learning outcomes are you planning to work on now?

(if necessary, please refer to Early Years SEN descriptors as part of the graduated Response)

Learning Outcome *

Sam will start to request 'more' of a motivating activity by gesture, sound or other means.

Please Identify times per session and identify any outcomes worked towards from normally available resources.

Please identify times per session for the outcome *

(e.g 2x5 mins per 3hr session/1x10mins per 4hr session

5x2 mins a session = 50 minutes a week

Add Outcome

Continue to add outcomes until all your new learning outcomes have been included on the form.

Then click to say that you have added all the outcomes and put a total of funding requested for the week:

Are all Outcomes added above? *

Yes

No

Please provide the total number of hours for all outcomes combined per week *

(Add together all the hours from the above outcomes)

Previous | Submit

The form is now complete, and you can submit.

Please save a PDF of the form which you will receive by email so that you can add it to the child's 'My SEND Learning Programme'.