ESTABLISHMENT PORTAL GUIDANCE FOR EARLY YEARS

DAF – Disability Access Fund Guidance

Version History

Confidentiality / Document Control

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1. Using the Live Register

Please follow the guidance notes of how to add a child to your Live Register before completing the following instructions as you will need to add the child first. You will find these guidance notes on our webpages [Forms and guidance notes | Oxfordshire County Council](#).

2. Disability Access Funding (DAF)

Providers offering Early Education Funding can claim Disability Access Funding (DAF) to support all funded disabled children to access the free entitlement.

The term Disability Access Fund will be referred to as DAF from here onwards.

The DAF funding is designed to assist with children's accessibility and inclusion to develop and learn.

All funded children will be eligible for the DAF if they meet both the following criteria:

• the child is in receipt of child Disability Living Allowance and.
• the child receives funded early education.

*Please note that four-year olds in primary school reception classes are not eligible for DAF funding.

A lump sum payment of £910 per funded year is available to the nominated provider. Please note this lump sum can only be claimed for by one provider – if the child moves settings the new setting will not be able to claim a further £910 within the same year. If a claim has been made in Spring term 23-24 then another claim cannot be made until Spring 24-25.
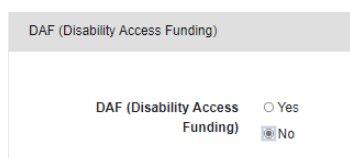
To apply:

- Once you have logged into the Establishment Portal you will need to follow the guidance notes (referenced above) to add the child to the Live Register.

- Once you have added the child to the 'Live Register' successfully you can press the pencil edit button.

At the top of the page please select Edit Child's details.
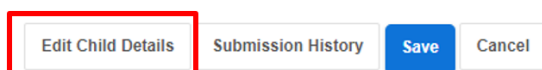
- Scroll down to the DAF section, this allows you to record Disability Access Funding claim details for the child.

DAF (Disability Access Funding)

DAF (Disability Access Funding) ○ Yes
                                 ◉ No

- This is a mandatory question and defaults to No.
- If you wish to apply for DAF select Yes.

- You will then need on enter the date the current DLA Letter was seen by you.

- **You will need to provide the Early Education Funding Team with a copy of the current DLA letter to support the DAF application. Please note you will not receive the DAF payment until the team have been able to review this documentation.**
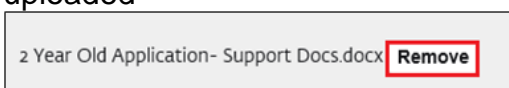
DAF (Disability Access Funding) ◉ Yes
                                 ○ No

DLA Letter Seen *   dd-mm-yyyy   📅

Follow the next step to upload your document.

3. Uploading Supporting Document from Live Register

- Once on the Live Register find the child you wish to upload supporting

  document for and click on the edit button

- This will navigate you to the Edit child screen – scroll to the end of the screen to find the Document section. Click on Upload Document – find the document you wish to upload and click on Save

- Click on the Upload Document button

- Select the supporting documents that you wish to upload

- Click on the Open button to select that document and upload it

- Please note that only the following document types can be uploaded

  You will only be able to attach the following file types:
  - Word Documents
  - PDF Files
  - Images (in jpg / png format)
  - Spreadsheets (in xls / xlsx format)

- The Supporting Documents section will now show the document that has been uploaded

2 Year Old Application- Support Docs.docx Remove

- If the wrong document has been uploaded, click on the Remove button to remove it.

- Once The Early Education Funding Team have approved the document and application you will receive your payment in the next payment run. Please check your remittances for this as we will not be able to re-open a claim from a previous term.

If you are unable to upload the document, then please do send this via EGRESS to earlyeducation@oxfordshire.gov.uk