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|  | **Appendix 2****A checklist to support PVI settings Activity Led Funding for Inclusion (ALFI) applications** |

**Please note: You are not required to virtually attend the ALFI board to support a change of hours.**

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| **Be prepared to talk to the following when you attend the Board** | **Check**  |
| Your assessment of the child’s learning and development related to the EYFS or a small steps assessment illustrating areas of specific need |  |
| A clear picture of how you are incorporating advice and targets from outside agencies |  |
| What they have implemented following on from advice from the paediatrician and/or therapists |  |
| Using your ILDPs/Emotional Regulation Plans and review meeting minutes with the parents/carers and the ALFI Criteria, comment on the support that is additional to or different from the support you would be giving to other children. |  |
| **Things you have already sent into us, prior to attending the Board**  |  |
| A completed Part 1 form  |  |
| A completed Part 2 form for each individual child  |  |
| For each child, an up-to-date Individual Learning and Development Plan (ILDP/Emotional Regulation Plan) with SMART targets showing the support you are focussing on with the parent/carer |  |
| For each child, a record of the ILDP review meeting showing parents/carers involvement |  |
| A report or letter from the therapist or paediatrician with recommendations as appropriate  |  |