



Northumberland
County Council

Early Years Short Term Additional Resource

2025 - 2026

This guidance supports Northumberland Early Years providers to understand how to apply for Early Years Short Term Additional Resource (EYSTAR)

www.northumberland.gov.uk

Panel Dates and Documentation Deadlines

Blank copies of all documentation can be downloaded from the Northumberland Education website

<https://northumberlandeducation.co.uk/sendsupport/>

EYSTAR panel date	Deadline for documentation (by noon on date given)	Additional Information
08.10.25	26.09.25	
12.11.25	24.10.25	
10.12.25	28.11.25	
14.01.26	19.12.25	
11.02.26	30.01.26	
11.03.26	27.02.26	
01.04.26	20.03.26	Funding will be paid at new rates
06.05.26	24.04.26	Last panel for new applications and those children moving to reception
10.06.26	22.05.26	6 weeks worth of funding
08.07.26	26.06.26	1 week worth of funding

Preparing for an EYSTAR Application

You must [request inclusion support](#) and have received a **visit** from an EY Inclusion Consultant (EYIC) **within 3 months before** applying.

The EYIC will have discussions with you based on the following points, and whether an application is appropriate:

1. How you have consulted the [Early Years Ordinarily Available Provision \(OAP\) document](#) and considered whether all elements of universal support are embedded within practice, and that the child you are requesting additional funding for requires over and above this.
2. How you have considered (and applied for) and have a thorough understanding of all available funding streams (i.e. base rate, notional, [EYPP](#), [DAF](#)) and how they are currently being used.
3. That you have completed at least one cycle of [SMART targets](#) and monitored and reviewed the impact and have in place a new cycle of SMART targets, which have not yet been reviewed.
4. That you have completed a recent assessment of the child using the Northumberland School Readiness Passport (School Readiness Checker and/or SEND Support Checker).
5. That you have completed the 'All About Me' including SEND Support All About Me on the School Readiness Passport, or have uploaded your own version of this information to the documents section.
6. Whether the child is accessing their full Early Years entitlement, and if not that you can provide evidence of a plan which outlines (in agreement with parents/carers) how the child's hours will increase with a goal of them being able to access their [full entitlement](#) within a reasonable timescale.

Completing an EYSTAR Application

Ensure the following elements (where relevant) of the School Readiness Passport are up to date	Upload the following (where relevant) to the 'documents' section of the School Readiness Passport
Child details (incl. correct identification of funding stream, hours and number of weeks attending)	
All About Me including: <ul style="list-style-type: none"> • SEND Support • 2 Year Old Progress Integrated Review 	<ul style="list-style-type: none"> • Own version of All About Me which includes the child's voice • Own version of 2 year old Progress Integrated Review
School Readiness Checker (most recent) and/or SEND Support Checker (completed within 6-8 weeks of the panel date)	
Actions identifying which specific strategies are in place to support the child. Refer to the Early Years Ordinarily Available Provision for appropriate strategies.	
	Documents including: <ul style="list-style-type: none"> • Reports from professionals involved with the child • Family views document • At least one cycle of reviewed SMART targets (identifying the role of the adult) • A current cycle of SMART targets (not yet reviewed) • Provision map (group applications only)

How to request EYSTAR

Before starting – please ensure that the child you are requesting EYSTAR for has been seen by an EY Inclusion Consultant within 3 months. (If not please see - how to [request inclusion support](#) prior to applying)

To Apply for EYSTAR:

- Open your School Readiness Passport; down the left-hand side you will see a drop-down option for inclusion.
- Select 'apply for funding' and this will open the application form.
- You will then be able to **select child/ren that you would like to request EYSTAR** for. Please note if you are requesting EYSTAR for a group of children, you need to apply for a minimum of 3 children.
- The system will flag any missing required documents or gaps within the child's Passport. It will inform you which documents or sections of the Passport are required to be updated/uploaded to proceed with the application.
- If you are requesting EYSTAR for a group of children, you will be requested to upload your [provision map](#) at this point.
- Following the 12-noon deadline for submission of application, EYIC will process application, either assigning them to next panel or returning them to applicant due to missing documentation or gaps within child's Passport account.
- Following panel date, applicant will receive a decision letter uploaded automatically to Passport account within 48hours. Please note, the panel's decision is final.

Appendix 1 – Points For consideration	
Applications	Possible Information Sources
Have reasonable adjustments been made to support the child/ren?	<ul style="list-style-type: none"> • Cycles of targets • Professionals' reports • EYIC visit reports • Provision maps • Actions • Use of EY OAP document
Is this child accessing their full funded entitlement hours (where parents request it) to enable maximum gains of inclusive early years provision? If not and parents/carers would like them to, is there a clear plan in place to increase attendance?	<ul style="list-style-type: none"> • Early Years Project Development & Business Manager reports • Full entitlement plan • EYIC visit reports • Transition plan • Early Years Inclusion Consultant Visit
Does evidence suggest that parents/carers have been involved in the assessment, planning and review process?	<ul style="list-style-type: none"> • Family views document • Early Years Inclusion Consultant visit reports • Cycle of targets
Does assessment information indicate that the child is not on track within the prime areas of learning?	<ul style="list-style-type: none"> • School Readiness Checker • Two Year Old Progress Integrated Review • SEND Support Checker

Appendix 1 - Points for consideration

Applications cont.	Possible Information Sources
Do reports from external professionals, indicate that support required for the child/ren is above OAP?	<ul style="list-style-type: none">• Professionals' reports• Cycles of targets• Actions• EYIC visit reports
Are the strategies and approaches appropriate and in line with the universal practice outlined in the EY Ordinarily Available Provision and is it clear that practice is well-embedded.	<ul style="list-style-type: none">• Cycles of targets• Actions• Early Years Inclusion Consultant visit reports
If applicable, has the child/rens information been shared and transferred between settings?	<ul style="list-style-type: none">• School Readiness Passport transfers• Reports shared by previous providers• Cycles of targets• Early Years Inclusion Consultant visit reports• Joint/collaborative application

Appendix 1 - Points for consideration

When applying for EYSTAR Reviews	Possible Information Sources
What has the impact of targeted approaches (supported by the inclusion fund) been on the child's progress?	<ul style="list-style-type: none">• Progress graph on SEND Support Checker• School Readiness Checker• Review visit from an Early Years Inclusion Consultant• Reviewed cycle of support• Reviewed Family Views
If progress is slow, are the targeted approaches (and therefore the use of the additional funding) appropriate or do they need to be reviewed and modified?	<ul style="list-style-type: none">• Cycles of targets• Professionals' reports• SEND Support Checker• Family Views
If progress is good and gaps are closing, can the level of targeted approaches in place (and therefore the level of inclusion fund) be reduced?	<ul style="list-style-type: none">• Progress graph on SEND Support Checker• School Readiness Checker• Cycles of targets• Review visit from an EYIC• Actions

Appendix 1 – Points for consideration

Setting specific finance considerations

- Has the setting used other funding streams (e.g. notional and Disability Access Fund) where appropriate to support inclusive practice and reasonable adjustments prior to making the application for EYSTAR?

Will this application supersede the setting's limit for:

- No more than 30 hours funded support for a group of 13 or less 3/4 year olds or mixed age range?
- No more than 30 hours funded support for a group of 5 or less 2 year olds?
- No more than 30 hours funded support for a group of 3 under 2 year olds?
- £10K cap (per age range for large settings)?

Appendix 2 – Responsibilities

Local Authority responsibilities

The LA has a statutory duty to provide sufficient childcare where it is reasonably practical to do so before starting school or reaching school age. The LA has a statutory duty to meet the children's individual education and care needs, ensuring that all providers delivering funded early education places meet the needs of children with Special Educational Needs and/or Disabilities.

Early Years provider responsibilities

The provider must adhere to the terms outlined in the [Northumberland Early Years Provider Code of Practice](#), of which they have signed and agreed to in order to receive Funded Early Education Entitlement. The provider must comply with the Equality Act 2010. The provider should clearly state their SEND offer on FIS/Local Offer, communicating this with parents, carers and the wider community. The provider should have regard to the SEND Code of Practice (2015). Within this, providers are expected to:

- Have a named SENDco.
- Take a graduated approach to SEND.
- The Assess, Plan, Do, Review cycle should be revisited in increasing detail and with increasing frequency, demonstrating evidence of [SMART targets](#).
- Involve parent/ carer(s) throughout the graduated approach, sharing all information on the support in place and reasoning, linking to desired outcomes. Parent/carer(s) must then be informed of any allocation of funding given to their child.

Appendix 3 – Eligibility

EYSTAR can be applied to children attending settings in Northumberland, regardless of where they live. Eligible children must be in receipt of an Early Years funded entitlement place.

Funding is only provided to the setting that makes the application (where a child attends more than one setting). Total amount paid will be proportionate to the number of funded hours the child takes at the provision who have applied for EYSTAR. However, where a child is attending more than one setting, settings are encouraged to work together to ensure the approaches and strategies implemented to support the child's targets are consistent.

Appendix 4 – Funding allocation

Eligibility and level of funding provided will be determined upon review of applications and supporting evidence by the Northumberland County Council EYSTAR Panel. The identified needs and the proposed outcomes of the child, as outlined by the provider, will determine the amount and allocation of funding.

In 2026-27, EYSTAR will be paid at £17.10 per hour minus the child's base rate. For example, an application for 7.5 hours of additional support for a child with 3-and 4-year-old funding would receive an additional £11.20 per hour for 7.5 hours per week for a 10-week period.

If the child attends the setting for more than 38 weeks of the year, it is up to the provider to choose whether they stretch the allocated EYSTAR funding.

Settings may apply for funding for multiple children as part of a group application. If this is appropriate it will be discussed with the Early Years Inclusion Consultant. In 2026-27, Group EYSTAR will be paid at an additional £17.10 per hour based on the support outlined on the requested provision map. For example, the provision map may outline that an additional staff member will be employed for 6 hours and 15 minutes per day to support 6 children. This would be allocated for a 10 week period.

Appendix 4 – Funding allocation cont.

Each provider's budget allocation includes a notional budget for SEND (6% of the base rate). The notional budget is calculated by a funding formula and outlined in the Northumberland Early Years Code of Practice.

The funding should be used in a graduated response:

- Providers are expected to provide high quality universal provision for all children.
- Providers are expected to make reasonable adjustments to provision for those children who require additional support.
- For those children who require additional support, over and above this, an application can be made for EYSTAR.