



2017-18 Short Break Funding Schemes Report

ISS Short Breaks

Short breaks Transport Scheme

Enabler Support Scheme

1. Introduction and Executive Summary

Short Breaks Funding Schemes, Inclusion Support Scheme (ISS), Early Years Inclusion Scheme (EYISS), Transport Funding and Enabler Support Scheme were developed to help improve access to holiday play schemes and out of school activities for those children and young people unable to access these without additional support

In 2017-18 (1st April 2017 to 31st March 2018) **380** individual children and young people have accessed the three Short Break Funding schemes. This is a 3% increase compared to last year.

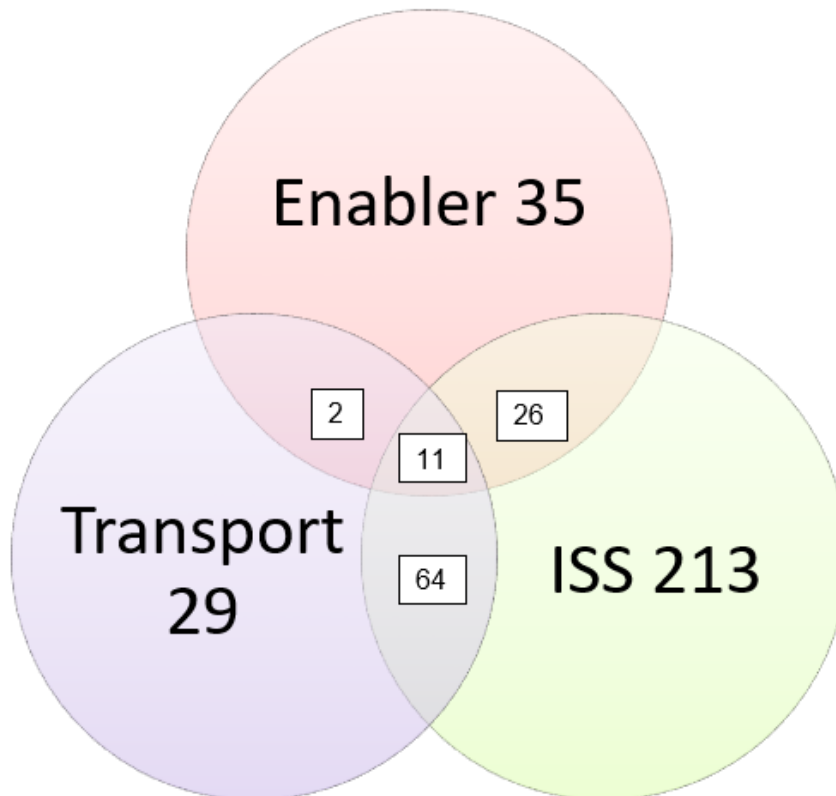
- The budget for 2017-18 was £187,000 with actual spend of £137,048
- 314 accessed the inclusion support scheme¹
- 106 accessed the transport scheme
- 74 accessed the enabler support scheme

The table below shows the number of children accessing each scheme over the last two years with the number of applications increasing. The number of applications is more than the number of children as applications are made per activity e.g. a request is made for a child to have help with fees to attend a holiday activity this will be applied for at each holiday period in order to manage the budget but also to make sure the funding available is shared fairly and not just the most pro-active supporters get the funding.

| Funding Stream | 2017-18 Children | 2016-17 Children | 2017-18 Applications | 2016-17 Applications |
|------------------------|------------------|------------------|----------------------|----------------------|
| All three | 380 | 369 | 1285 | 1198 |
| ISS | 314 | 298 | 928 | 764 |
| Short Breaks Transport | 106 | 100 | 201 | 282 |
| Enabler Support | 74 | 78 | 156 | 152 |

The Venn Diagram below shows the overlap between the three schemes

¹ The 314 total for ISS includes 34 children on EY ISS and 1 child on both EY ISS and ISS (this child would have become 5 years old within 2017-18).



The Venn Diagram contains the 380 children supported by the three funding streams

- ISS has the most children (314)
- The biggest overlap is ISS and Transport with 64 children
- The second biggest overlap is ISS and Enabler with 26 children
- There is less overlap between Enabler and Transport with 2 children
- 11 children have all three funding streams

2. Inclusion Support Scheme (ISS and EYISS)

Inclusion support scheme (short breaks) is available for help with fees or extra support to access activities. Funding can only be accessed by families on low income/benefits with disabled children aged 5-17 years. The priority for this scheme is to support access to out-of-school activities and or holiday activities. The EY ISS funding (Early Years from 0 to 5) was introduced in 2017-18.

During April 2017 to March 2018

- 928 funding applications were successfully granted
- 314 children and young people have taken part in activities that that would not have been able to access
- A total of £67,860 of funding was agreed

The ISS budget is now in two parts

Early Years ISS (0 to 4 years), this is from 2017-18 and ISS (5 to 17 years).

The table below shows the number of ISS applications, children supported and costs over the last four years.

ISS data

| Year | Number of Successful Applications | Number of individual children supported | Actual Cost of the Scheme | Budget for the year |
|---------|-----------------------------------|---|---------------------------|---------------------|
| 2014-15 | 477 | 180 | £36,518 | £60,000 |
| 2015-16 | 725 | 285 | £51,696 | £50,000 |
| 2016-17 | 764 | 298 | £53,299 | £50,000 |
| 2017-18 | 892 | 280 | £60,967 | £60,000 |

EY ISS data²

| Year | Number of Successful Applications | Number of individual children supported | Actual Cost of the Scheme | Budget for the year |
|---------|-----------------------------------|---|---------------------------|---------------------|
| 2017-18 | 36 | 35 | £6,893 | £12,000 |

From 2016-17 to 2017-18:

- The number of ISS children has increased from 298 to 314³. This is a 5.4% increase.
- The number of ISS successful applications has increased from 764 to 928. This is a 21.5% increase

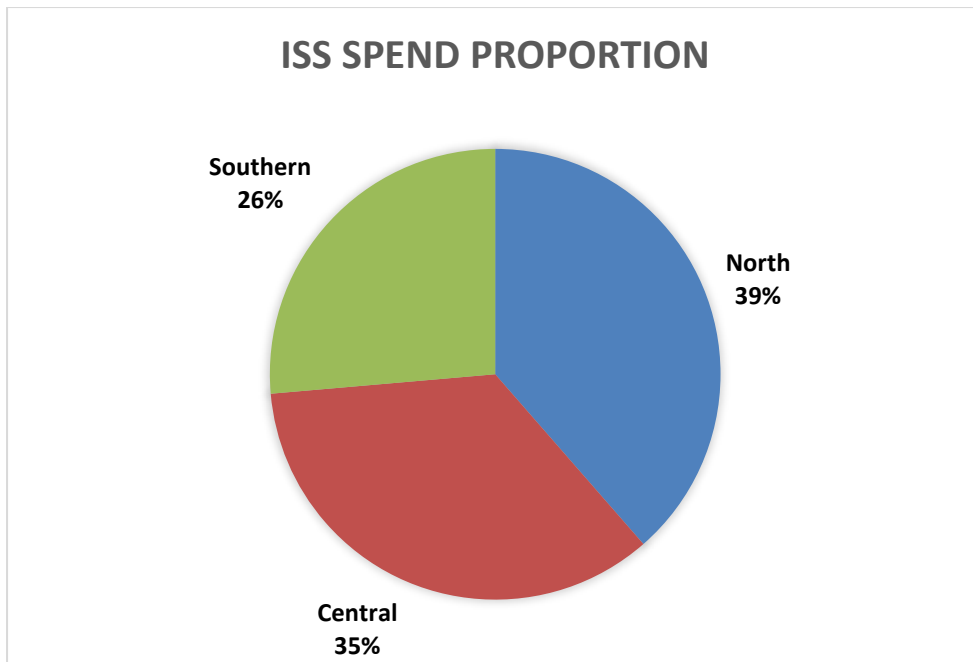
The table below shows the ISS spend, number of children and number of applications by area for 2017-18 (Both EY ISS and ISS).

| Area | £ ISS Spend | Number of Children | Number of Applications |
|----------|-------------|--------------------|------------------------|
| North | £26,177.24 | 112 | 428 |
| Central | £23,782.85 | 107 | 299 |
| Southern | £17,900.02 | 95 | 201 |
| Total | £67,860.11 | 314 | 928 |

From 2014-15 to 2017-18 there has been a significant increase in ISS spend, £36,518 in 2014-15 to £67,860 in 2017-18 is an 86% increase.

The graph below shows the proportion of ISS spend per area

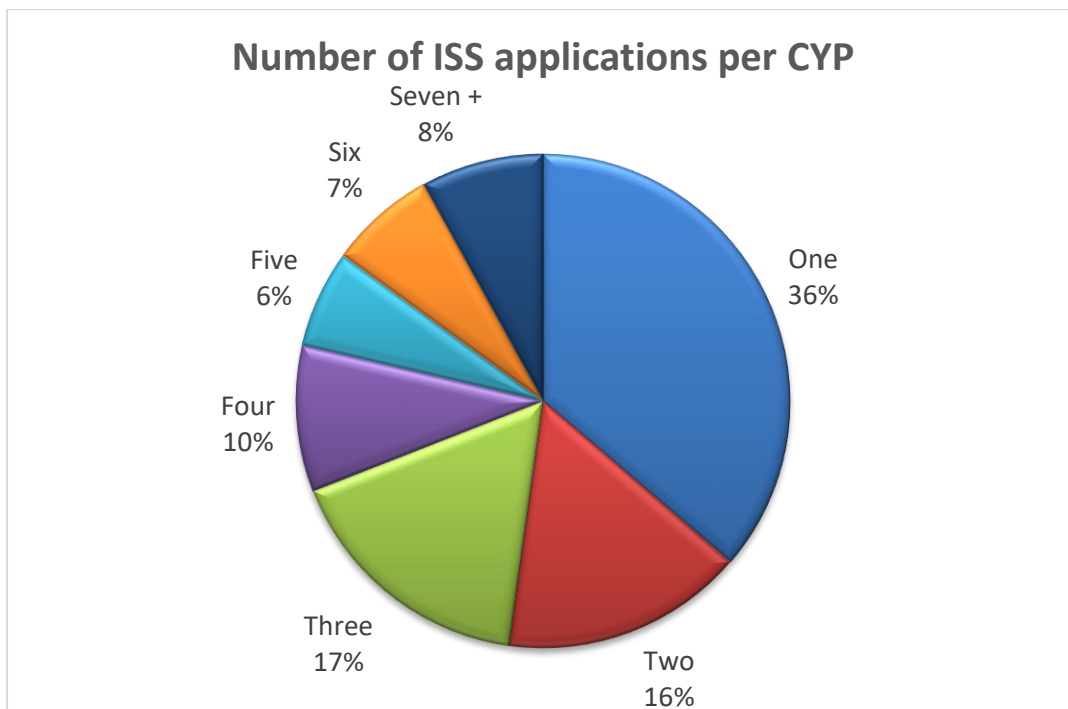
² EY ISS data recording started in 2017-18, This is the first time we have been responsible for EY ISS. Before that it was run by the Early Years SEN Team.



The North area has the highest proportion of ISS spend (£26.1K) followed by Central and Southern. Significantly there is less difference in area spend from previous years particularly the Southern area which has previously had far less of the spend proportion.

The Southern area has seen a significant increase in spend across access activities.

Number of applications per child – the chart below shows the number of ISS applications per child.



- 114 children and young people have one ISS application

- 50 children and young people accessed two ISS applications
- 53 children and young people accessed three ISS applications
- 30 children and young people accessed four ISS applications
- 20 children and young people accessed five ISS applications
- 22 children and young people accessed six ISS applications
- 9 children and young people accessed seven ISS applications
- 5 children and young people accessed eight ISS applications
- 10 children and young people accessed nine ISS applications
- 1 child and young person accessed ten ISS applications⁴

For 2017-18, 36% of children had one application.
64% had more than one application (200 children)
48% had three or more applications (150 children)

The number of applications per child can be explained by meeting the needs of a child. One child may really like one activity that they like to do throughout the year and it is only the cost, which may not be high but is preventing them doing this. An application will be made for them to then to have help with the cost of this so that they can attend. Another child may like to go each holiday to the holiday club and this holiday club will be every holiday so that would be 5 or 6 applications made for this purpose. Children may also like to access a variety of activities and an application will need to be made for each one.

The cost is generally not high but would prevent a child from attending. Each child has a maximum amount per year, £500 for ISS, that they can have but most children do not reach this amount and therefore more children are able to be supported. If the 314 children who received funding this year had £500 each, the budget would be overspent by £97,000. We also ask parents to contribute to the ISS request, even 10% of the cost of the activity can help to make the funding stretch further. This year Parental contributions saved £14,797. A few Parents will be unable to contribute or will be funding some other Short Break activity for their child.

Children and young people were supported by ISS to access services from a variety of providers. In 2017-18 there were 76 different organisations attended by children and young people in and out of Oxfordshire. The providers include:

- Providers commissioned by the county council to provide open access to after school activities, holiday activities and youth groups
- Special schools
- Leisure centres, community groups, local schools and pre-schools
- Sports clubs (includes archery, cricket, rugby, swimming and tennis)
- Motor activities (TRAX)
- Uniform organisations such as Explorers and Scouts

Other areas of support within EY ISS applications include equipment (play mat, toilet seat) and training (sign language). The EYISS is limited to £250 per child and is generally all spent as it is mainly spent on fees to support an early year's child prior

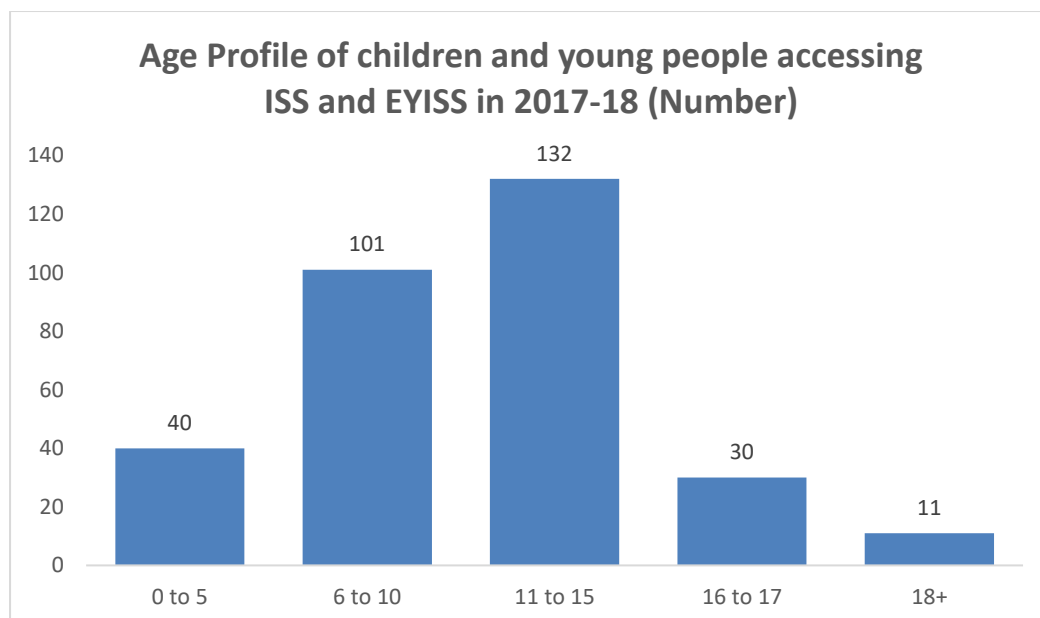
⁴ The one child with 10 applications is under a Child in Need Plan (CIN)

to other funding being put in place. Applications are very much lower and the budget is £12,000.

For the 928 ISS accepted funding applications the highest proportion of activity type is holiday hours at 75.4% (700 applications). This is followed by after school hours at 19.5% (181 applications). The priority for this funding for the 5 - 17year olds is holiday activities and some youth activities.

The rest of the 3.7% of the 928 applications are covered by residential nights (17 applications), youth hours (13 applications), weekend hours (9 applications), equipment (7 applications) and training (1 application)

Age Group - (age as at 31/03/2018) - The biggest age group for ISS and EY ISS children is 11 to 15 with a proportion of 42% (132 children) followed by 6 to 10 with a proportion of 32% (101 children).



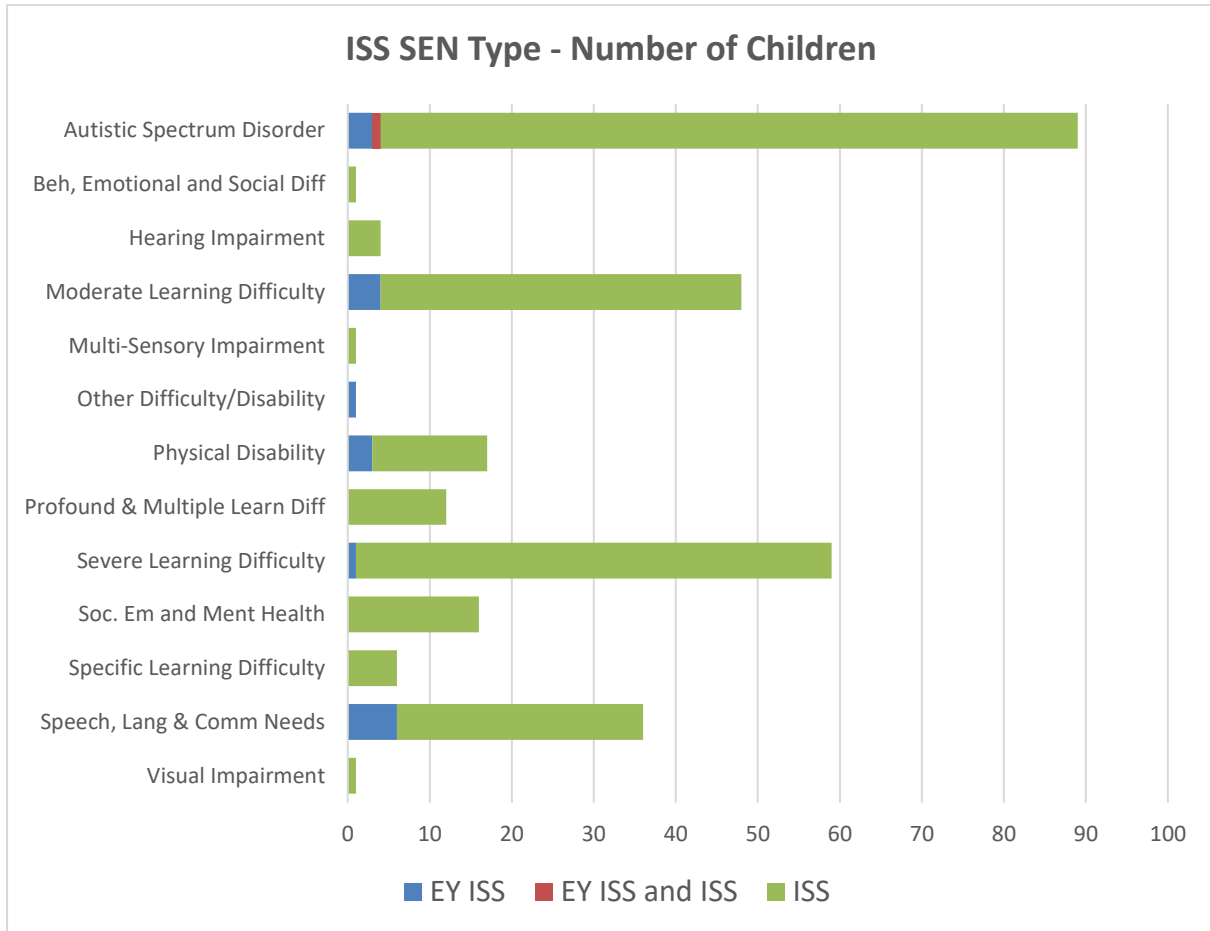
Gender – For the ISS and EY ISS children 29% are female (91 children) and 71% are male (223 children).

Ethnic Group – For the ISS and EY ISS children 21% are “BME” (66 children). This includes 5% Asian, 5% Black and 11% Other.

SEN Need⁵ - The Primary SEN Need is recorded in the following chart. The top three types are autistic spectrum disorder (89 children), severe learning disability (59 children) and moderate learning disability (48 children).

There are 56 children which do not have a Primary SEN Need recorded. For these cases 33 have an “Other” SEN need recorded which has been added to the SEN Need bar chart. There are 23 children with no Primary or Other SEN need recorded, 16 of these 23 children are aged 0 to 5, so have not yet been diagnosed with a SEN Need.

⁵ SEN = Special Education Need



Free School Meals – Of the 314 ISS children 58% are recorded as being entitled to Free School Meals (183 out of 314).

ISS funded children have a higher proportion on Free School Meals compared to the other funding streams. These children and young people are needing help with fees so we would expect there are a higher proportion on Free School Meals. The ISS funding is helping the families who would not be able to pay.

ISS Postcodes – See **Appendix 4: “Short Break Funding Schemes 2017-18”** There are 313 different ISS postcodes (mapped green circles). One postcode is not mapped because it is out of county. The main clusters of ISS funding postcodes are around the population centres of Oxford, Banbury, Bicester, Didcot, Abingdon, Witney and Wantage.

Survey results Early Years ISS – Survey information has been returned for ten EY ISS children. The overall message from these survey returns is a positive one.

The detail of the Early Years ISS survey results is in **Appendix 1**

Survey results for ISS – Survey information has been returned for eleven ISS children. Once again, the overall message from these survey returns is a positive one. This is a poorer than expected response from applicants and the mechanism for this will be looked at for future years.

The detail of the Early Years ISS survey results is in **Appendix 2**

3. Short Break Transport Funding

The purpose of this funding is primarily to support access to holiday activities for children aged 5 – 17 years who have the most complex needs and/or identified as vulnerable families who do not have access to transport

Transport Short Breaks funding provides the money to provide transport to get children to activities and services in Oxfordshire which is a large rural county.

During April 2017 to March 2018

- 106 children have been supported
- 201 transport applications were agreed
- £37,074.70 for transport was awarded

Over the past four years this is the number of applications, children supported and costs are as follows:

| Year | Number of Successful Applications | Number of individual children supported | Actual Cost of the Scheme | Budget for the year |
|---------|-----------------------------------|---|---------------------------|---------------------|
| 2014-15 | 260 | 105 | £37,541.19 | £35,000 |
| 2015-16 | 230 | 104 | £43,649.31 | £45,000 |
| 2016-17 | 282 | 100 | £62,649.25 | £45,000 |
| 2017-18 | 201 | 106 | £37,074.70 | £55,000 |

Two things have happened with the transport budget

- The transport budget was increased for 2017-18 as it had been over spent in the previous year.
- Stricter criteria for after school transport requests were brought in because of escalating costs. These measures brought down the transport costs a lot so the budget spend was much lower than expected.

These criteria were for exceptional circumstances for a child to have transport requested for an after-school activity through the Short Breaks transport budget they would be restricted to:

- Children where there are identified safeguarding concerns or high CIN concerns and where the after-school activities will improve child outcomes
- Families who cannot provide transport because of post-operative issues (affecting child or parent) or significant ill health preventing the parent from driving

Confirmation would also be required that the request has been agreed by a disability team manager. This change in criteria significantly reduced the spend on the budget.

The number of children supported has remained constant, this shows that the funding really does support our most vulnerable families and children who would otherwise not access the activities without this help.

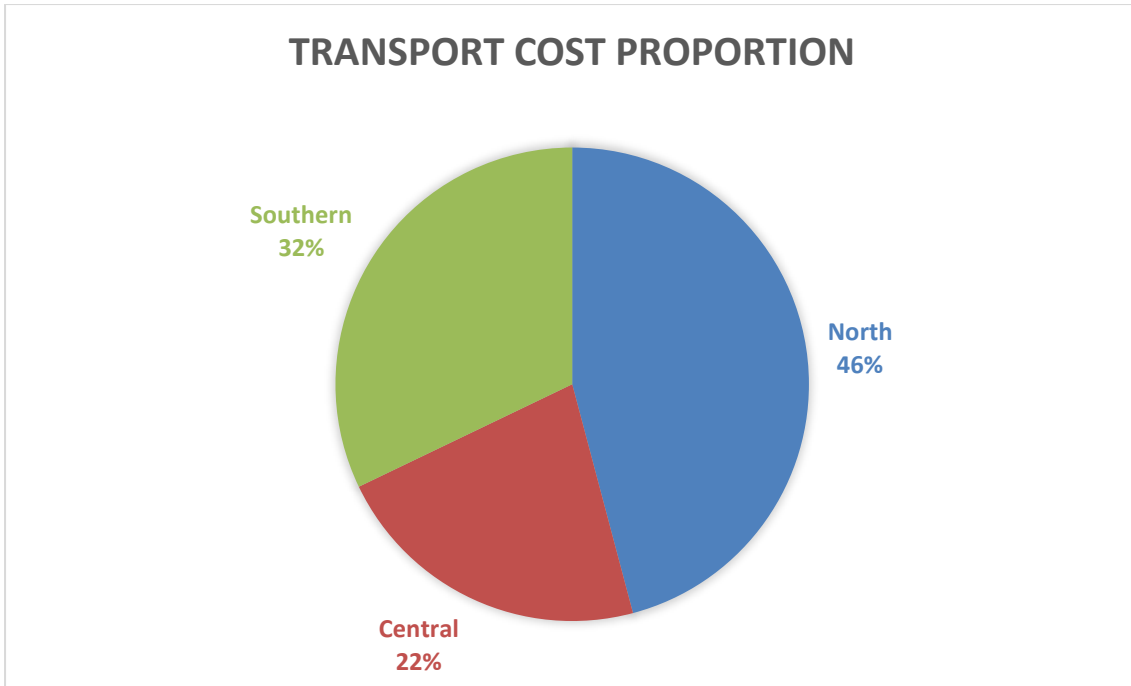
The following table shows the transport budget spend, number of children and number of applications by area for 2017-18

| Area | £ Transport Spend | Number of Children | Number of applications |
|----------|-------------------|--------------------|------------------------|
| North | £17,004.90 | 53 | 84 |
| Central | £8,160.20 | 29 | 41 |
| Southern | £11,909.60 | 40 | 76 |
| Total | £37,074.70 | 106 ⁶ | 201 |

The spend on the budget looks significantly lower than the budget but we have since discovered that some charges for Fleet services, an internal service, has not been charged until 2018 – 19. Also, the change of criteria has helped focus the budget on access to holiday activities and this is a much lower cost as it is for only 10 weeks of the year when most of the services operate. We will ensure Fleet charge in the correct financial year going forward.

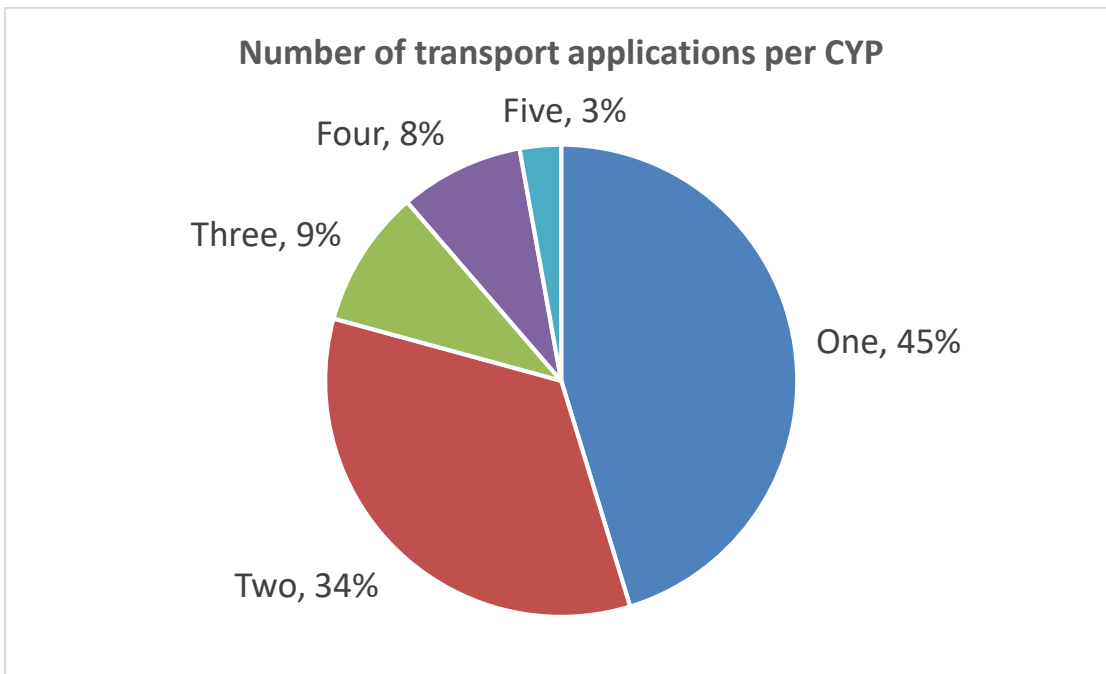
The chart below shows the proportion of short break transport spend per area. 46% of the short break transport cost is spent on children from the North area.

⁶ North Central and Southern = 122. Overlap of children, one child can have more than one area.



The North area has the largest proportion of transport spend followed by the southern area. Both North and Southern are large rural areas. Central is a more compact area covering Oxford City.

Number of applications per child – the chart below shows the number of short break transport funding applications per child.



- 48 children and young people have one transport application
- 36 children and young people accessed two transport applications
- 10 children and young people accessed three transport applications
- 9 children and young people accessed four transport applications

- 3 children and young people accessed five transport applications

The proportion of children and young people who have one transport application is 45.3% (48 out of 106). Transport is booked on-line and can only be completed by a Professional with access to the OCC system. Once booked this is then sent to the transport portal for Providers to bid for.

The proportion with more than one transport application is 54.7% (58 out of 106).

For transport funding the proportion of applications with holiday hours is 77.1% (155 applications). This is followed by after school hours at 11.4% (23 applications), youth hours at 7% (14 applications) and weekend hours at 4.5% (9 applications).

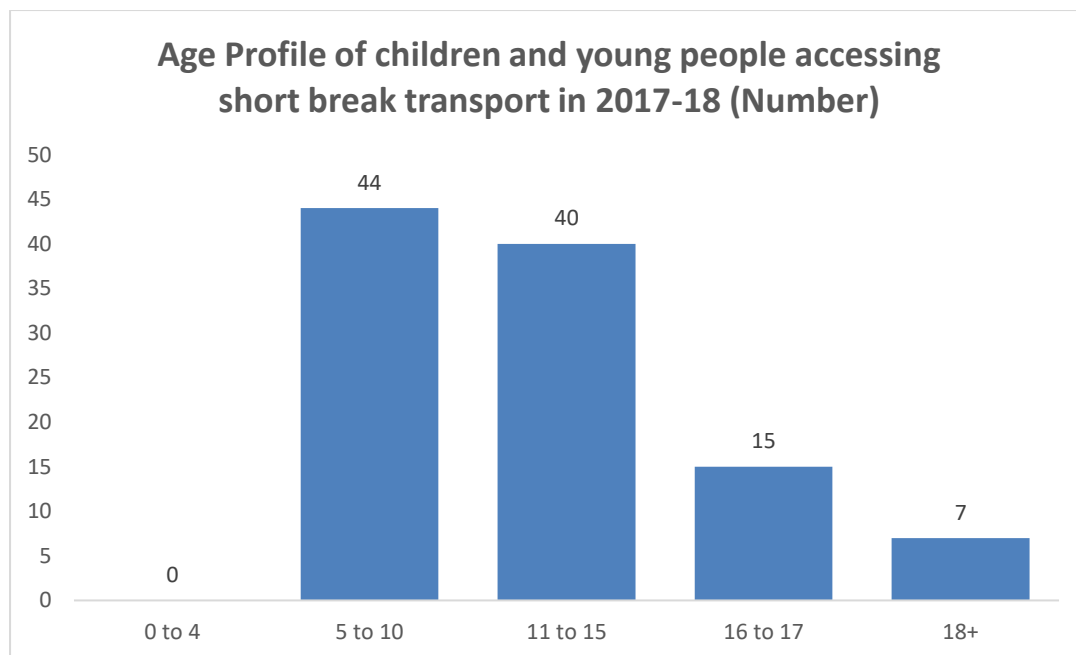
80.2% of transport children have holiday activities (85 out of 106)

18.9% of transport children have after school activities (20 out of 106)

8% of transport children have after youth activities (9 out of 106)

8% of transport children have week end activities (9 out of 106)

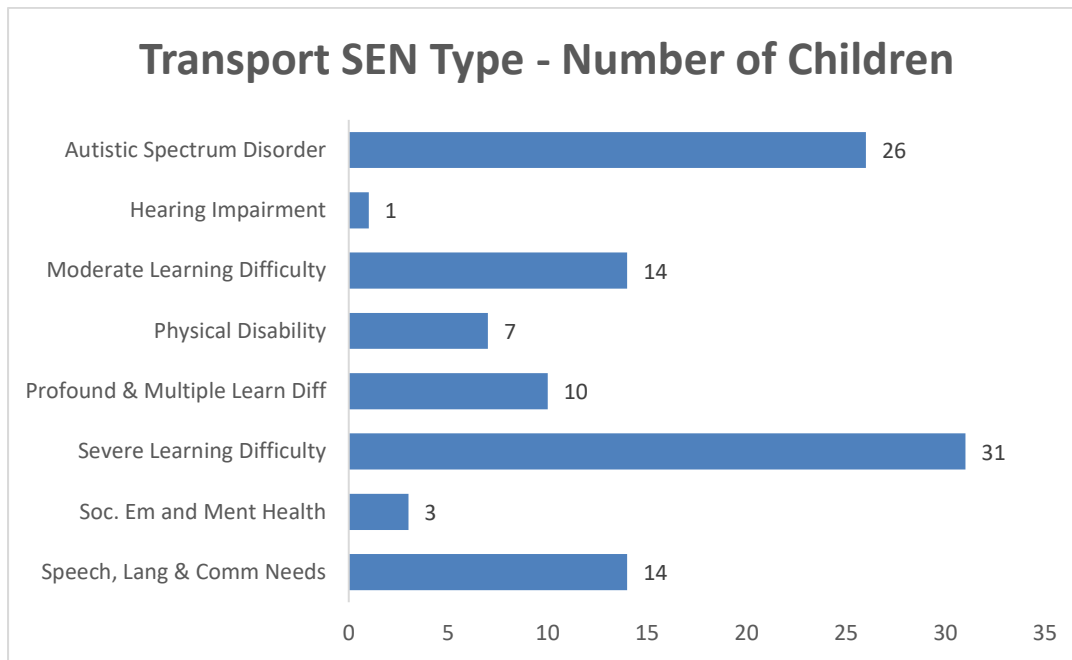
Age Group - (age as at 31/03/2018) - The biggest age group for short break transport children is 5 to 10 with a proportion of 42% (44 children) followed by 11 to 15 with a proportion of 38% (40 children).



Gender – For the short break transport children 30% are female (32 children) and 70% are male (74 children).

Ethnic Group – 29% are “BME” (31 children). This includes 8% Asian, 7% Black and 14% Other.

SEN Need – The Primary SEN Need is recorded in the following table. The top three disability types are severe learning disability, autistic spectrum disorder and speech language and communication needs.



Free School Meals – Of the 106 short break transport funded children 59% are recorded as being entitled to Free School Meals (63 out of 106)⁷

Transport Postcodes – See Appendix 1: “Short Break Funding Schemes 2017-18” There are 106 different transport postcodes (mapped yellow diamonds). The main clusters of transport funding postcodes are around the population centres of Oxford, Banbury, Bicester, Didcot, Abingdon and Witney. Compared to ISS funding postcodes there are less in Wantage.

Survey results for short break transport – Survey information has been returned for two transport funded children. This is a very low number of returns from applicants and the mechanism for this will be looked at for future years.

The detail of the Short Break Transport survey results is in **Appendix 3**

4. Enabler Support Scheme

An enabler is a person who can be with the child to enable that child to participate, primarily in a main stream activity – usually after school activities or holiday activities. Applications for Enabler Support provide access to a wide range of activities and services that children would otherwise be unable to attend as they require one to one support, specialist equipment or staff training to take part in the activity. Funding can pay for:

- Additional staff / enabler hours to help a child with one to one support

⁷ This high proportion of Free School Meal children helps to confirm that the short break transport funding is supporting the most vulnerable children.

- Support from specialist organisations to enable children to access a setting by training existing staff to gain skills / knowledge and child specific training necessary to meet individual needs
- Equipment; if there are no other funding mechanisms to do this and it will enable a child or young person to attend an inclusive setting.

During April 2017 to March 2018

- 74 children have been supported (78 last year)
- 156 applications were agreed (151 last year)
- Enabler Support covered 2,871.5 hours and 4 residential nights
- The total cost of these applications is £32,112.77

The enabler scheme started in September 2016. More promotion of this scheme needed to be done in main stream schools, but this did not happen. The amount of spend in this area is going to increase.

For enabler support hours the proportion of holiday hours is 62% (1776.5 hours). The proportion of after school hours is 38% (1095 hours).

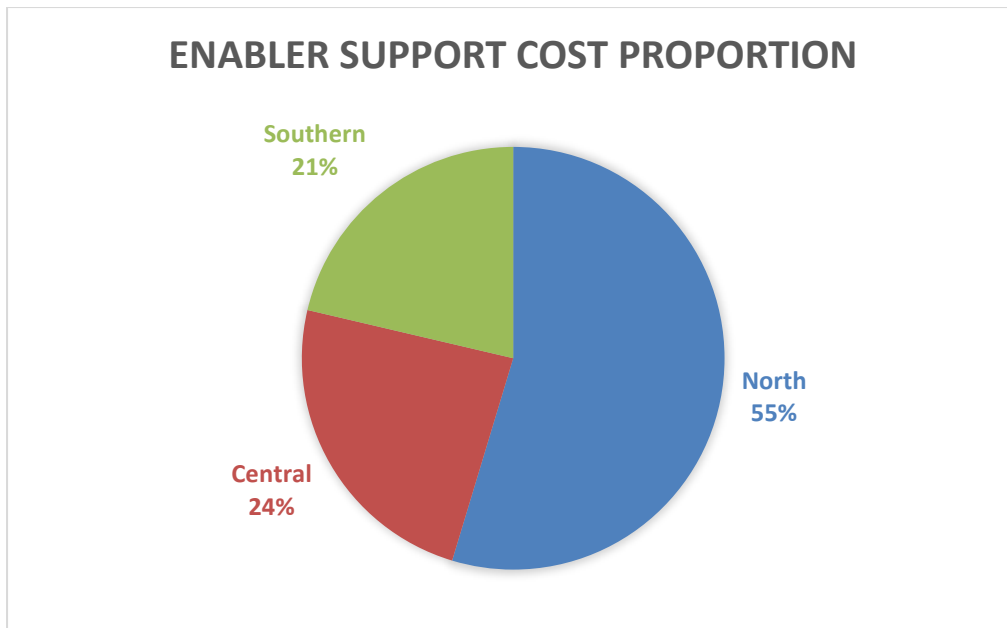
The following table shows the enabler support scheme budget spend by area for 2017-18

| Area | £ Enabler Spend | Number of Children | Number of applications |
|----------|-----------------|--------------------|------------------------|
| North | £19,034.18 | 41 | 92 |
| Central | £6,428.49 | 18 | 38 |
| Southern | £6,650.10 | 16 | 26 |
| Total | £32,112.77 | 74 | 156 |

One child has accessed a group in both the North and the Central area.

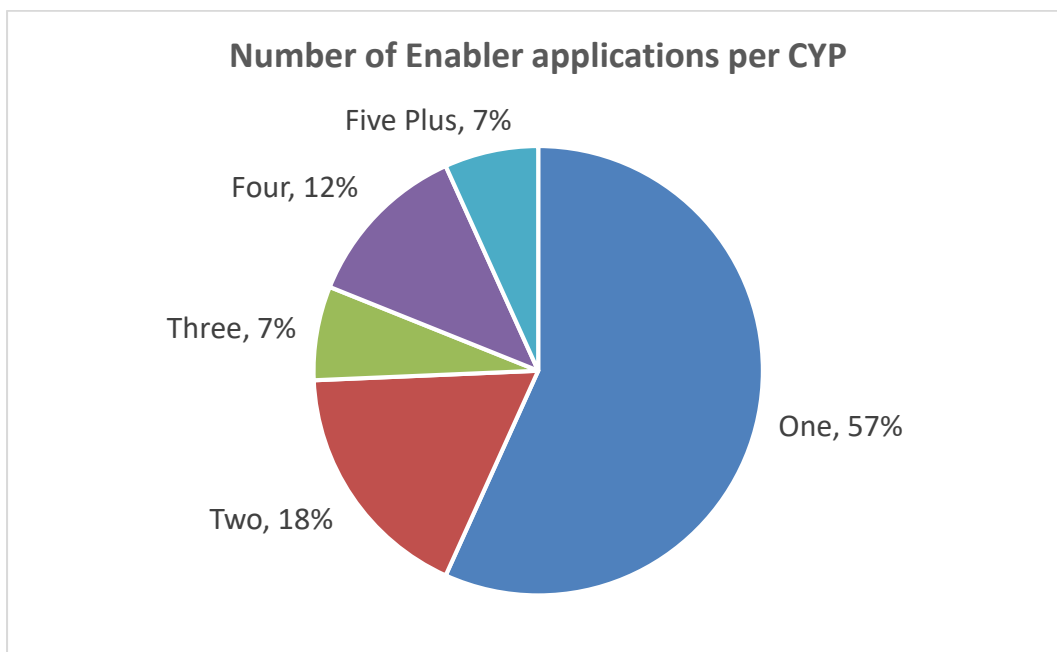
The chart below shows the proportion of enabler spend per area. 55% of the enabler support cost is spent on children from the North area⁸.

⁸ This is likely because the OSLO at Springfield Special School organises for CYP to access the Holiday Play scheme in the local leisure centre in the north area. Also, the north area has 3 pro-active OSLOs (Springfield Special School, Frank Wise Special School and Bardwell Special School).



The range of activities accessed were after school activities and clubs (cooking, cricket, scouts, swimming, dance groups) and holiday groups.

Number of applications per child – the chart below shows the number of enabler applications per child. Some of the applications were for the same service with a different period.



- 42 children and young people have one enabler application
- 13 children and young people accessed two enabler applications
- 5 children and young people accessed three enabler applications
- 9 children and young people accessed four enabler applications
- 2 children and young people accessed five enabler applications
- 2 children and young people accessed six enabler applications

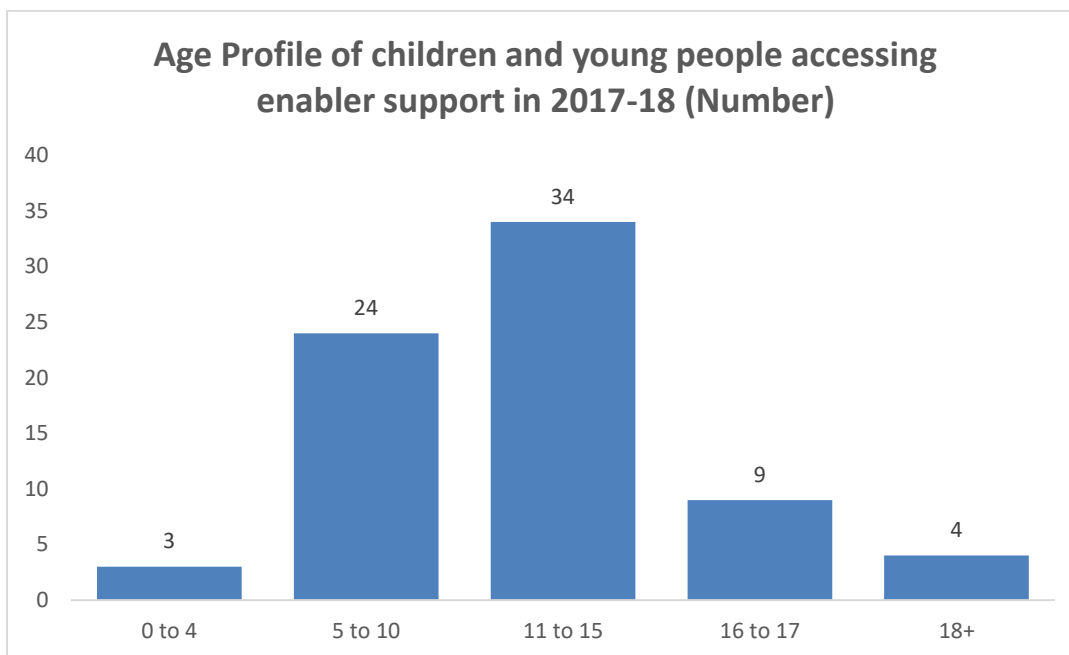
- 1 child and young people accessed seven enabler applications

The proportion of children and young people which have one application is 56.8% (42 out of 74).

The proportion with more than one enabler application, (those that need a continued support to attend) is 43.2% (32 out of 74).

Where children and young people require a second application for enabler support funding a monitoring form is sent to the provider to complete, a visit made to the setting to assess the support and discuss the needs of the child and a judgement is made if one to one support is required to continue or can be lowered or is no longer required.

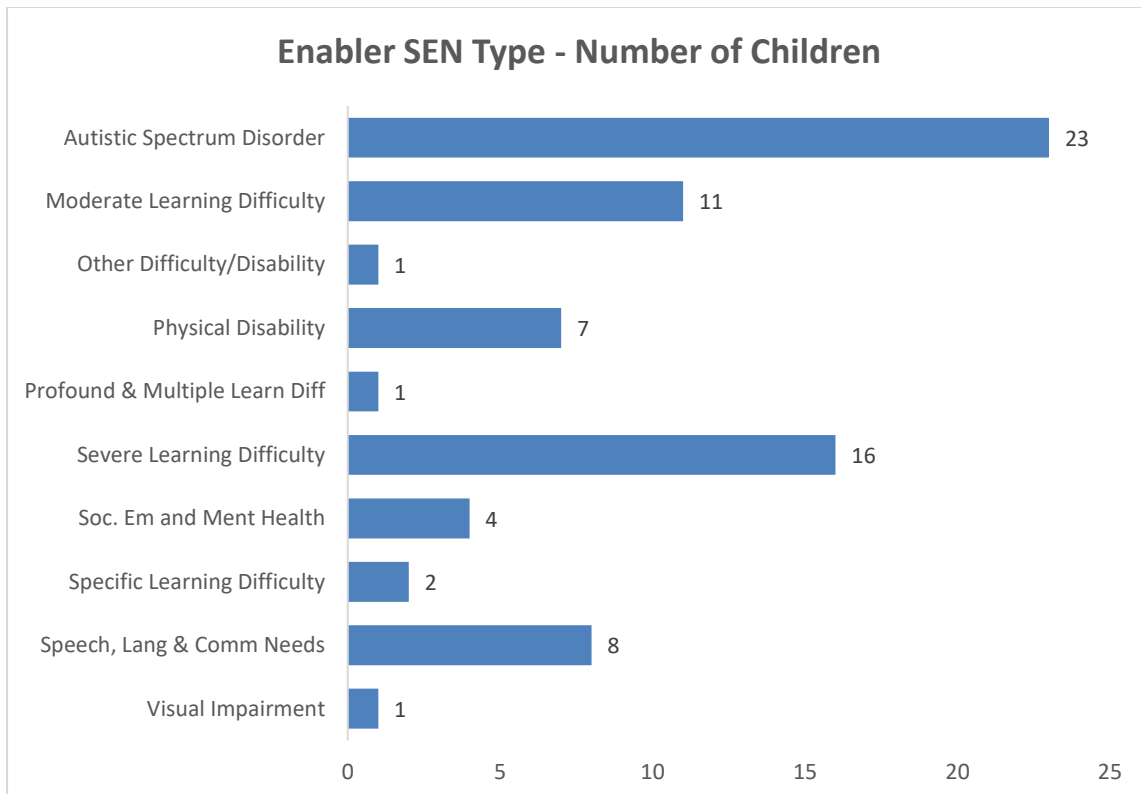
Age Group - (age as at 31/03/2018) - The biggest age group for enabler support children is 11 to 15 with a proportion of 46% (34 children) followed by 5 to 10 with a proportion of 32% (24 children).



Gender – For the enabler support children 31% are female (23 children) and 69% are male (51 children).

SEN Need⁹ – The Primary SEN Need is recorded in the following chart. The top three types are autistic spectrum disorder, severe learning disability and moderate learning disability.

⁹Three children with no Primary SEN Need recorded, Other SEN Need used in two cases. Data from application form used in one case



Free School Meals – Of the 74 Enabler Support funded children 39% are recorded as being entitled to Free School Meals (29 out of 74)¹⁰.

Enabler Support Postcodes – See **Appendix 4: “Short Break Funding Schemes 2017-18”** There are 73 different transport postcodes (mapped red squares). One postcode is not mapped because it is out of county.¹¹ The main clusters of enabler support funding postcodes are around the population centres of Oxford, Bicester and Witney. Compared to ISS and transport funding postcodes there is a higher proportion in Witney. This is due to the applications at the Windrush Centre.

Enabler Forms Reviews – Here are examples of feedback from several enabler feedback forms. These have been completed and logged for 72 of the 74 children.

Example 1 – After School Activities for a child with working parents

Enabler Support scheme has enabled us to provide a dedicated member of staff to help X to access the activities taking place in the after school club. X was able to join in with snack time, outside play and group activities. X had support with turn taking during games and support with integrating into the club. When X struggles to cope in a busy environment, we are able to take a small group of children to the smaller playground or sensory room. Parents would continue their full time employment whilst X attended the after school club.

¹⁰ Free School Meals information from ONE database header records, children who receive a Free School Meal now or in the past

¹¹ This was part of a group application agreement and the groups had not identified or been aware that one child was ‘out of county’

Example 2 – Making new friendships at a holiday activity day

Y's mother was delighted that her daughter could join us for this activity day. Y also made a friendship with another girl who has physical disabilities and she was incredibly supportive and encouraging towards Y. It is hoped that both Y and her new friend will team up again next year.

Example 3 – Sports club benefits to child and family

Z interacted positively with his peers and developed sports skills. Z's parents could spend more time with Z's siblings.

The enabler funding has given families, children and the setting time to get to know each other. In some cases, this was sufficient for the child to continue to attend the activity with no further additional support. For other cases additional support was needed to continue and to ensure the families were confident the setting could meet their child's needs.

The enabler plays a key role to the child or young person, building their confidence, supporting new friendships and promoting growing independence.

Plans for future enabler development will include

- Spend more of the allocated budget money
- Encourage more applications from the Central and South areas particularly in the main stream schools.

5. Conclusion

The Short Break Funding schemes for 2017-18 has been mainly successful, with increased numbers of children (ISS and Transport) and increased spend in budget (ISS).

A focus for next year (2018-19) will ensure ISS / EYISS and Short Break Transport Evaluations are completed. All applicants are expected to complete an evaluation as part of the agreed funding and better processes will be put in place

The Enabler Support scheme reviews are now completed by the organisation / applicant prior to funding being made. This ensures reviews are received which help to monitor the scheme.

Appendix 1 - Survey results for Early Years ISS (2017-18)

Survey information has been returned for ten EY ISS children. The overall message from these survey returns is a positive one.

The funding has been used for

- One to One support for children at activities (6)
- Fees to support children attend activities (4)
- Equipment to support the child (2)

Children have been helped to

- Improve communication skills (9)
- Develop and improve social skills (9)
- Learn new skills (8)
- Grow in independence (6)
- Improve their self-esteem and confidence (6)
- Access more activities and opportunities (6)

Families have been helped to

- Have a break from their caring responsibilities (8)
- Ease their financial pressure (6)
- Parent has more time for siblings (5)
- Deal with family crisis (4)

Other positive points about the scheme

- Decision about funding was received in reasonable time (10)
- The funding scheme was easy to understand and access (9)
- The criteria on the funding judgement was clear and helpful (8)
- Provided a setting which is more inclusive for disabled children (7)

Funding has been used to

- Help with transportation to enable the family to bring their child into the setting
- Provided the equipment to help children access toilet facilities

Funding has also helped in

- Physical development of the child after a period in hospital
- Supported family by a joint approach to independent toileting

Survey respondents have written about the need for this funding

- “The funding is vital to many children on my caseload who otherwise would not be able to attend pre-school or have the equipment they need, or staff have the support they need. Please do continue with this funding”
- “This is such an important pot of funding for settings and families. I really hope it does not disappear. Thank you”
- “The funding is crucial – it provides vital support for children and their families”
- “Funding has provided vital support for a number of children and families within our setting who have already benefitted from the one to one support it has been able to provide”

Another survey respondent has written

- “It is frustrating that you have to apply twice for ISS funding and Enabler funding” and “The bit about applying for only two days in every week is new and I did not spot it”

Appendix 2 - Survey results for ISS (2017-18)

Survey information has been returned for eleven ISS children. Once again, the overall message from these survey returns is a positive one. This is a poorer than expected response from applicants and the mechanism for this will be looked at for future years.

Children have been helped to

- Improve their self-esteem and confidence (9)
- Access more activities and opportunities (8)
- Develop and improve social skills (8)
- Make new friends (6)
- Learn new skills (6)
- Grow in independence (6)

Families have been helped to

- Ease their financial pressure (9)
- Have a break from their caring responsibilities (8)
- Parent has more time for siblings (6)
- Deal with family crisis (3)

Other positive points about the scheme

- The funding scheme was easy to understand and access (10)
- The criteria on the funding judgement was clear and helpful (10)
- Decision about funding was received in reasonable time (10)

The importance of the funding was stressed by 7 of the respondents, here is a selection of their comments

- “It brings an element of equality to their lives – many of them see siblings go off to clubs”
- It is also valuable for the families allowing them some much deserved respite”
- “Helps out families who deserve a little help with the financial burden of having children”
- “Without the funding some children would never attend sessions and would not have the chance to play, develop through play and make friends”
- “This has really helped the student. His progress is brilliant and he even won an award for his progress

Helping parents with costs and developing the child are the key benefits of the ISS funding.

Appendix 3 - Survey results for Short Break Transport (2017-18)

Survey information has been returned for two transport funded children. This is a very low number of returns from applicants and the mechanism for this will be looked at for future years.

The returns show the outcomes we are aiming for.

Transport was required because:

- The family do not have access to transport (2)
- Public transport is not appropriate to the child / young person (2)
- The family has a car but not at the time needed (2)
- Transport was required as part of crisis management (1)

Transport was required for:

- Holiday activities (2)
- After school activities (1)

Access to transport impacted on the family / child to:

- Help deal with family crisis / illness (2)
- Provide family a break from caring responsibilities (2)
- Parents able to spend more time with siblings (2)

Positive points about the scheme

- Criteria is clear (2)
- The application process is easy to understand (2)
- The decision about the application is made in a reasonable time (2)
- The on-line application was easy to do (1)
- The respondent was clear about the transport provider allocated (1)

The importance of the funding was stressed by one of the respondents, here is the comment:

- “The scheme is invaluable to some of our parents – a lot of parents can pick their children up – but if they can’t the children would not be able to go without this transport scheme. They benefit socially and the family benefit from this scheme”

There was an issue from the other respondent, here is the comment:

- “Taxi’s turning up to the wrong venue. Turning up late”

Appendix 4 - Map of Short Break Funding Schemes Children in Oxfordshire

