

**DAF Application Process for school**

Encourage parents of children with SEND to apply for DLA so school can claim the DAF funding.

**School obtains proof of eligibility from parent (DLA Award Letter)**

School completes application form with parents of eligible children and asks parent to sign it.

**School checks**

Check DOB to see if they are in receipt of an early years entitlement place including children from 9 months from September 1st 2024 but not in a reception class.

Check for signature of parent on application form.

Check the DLA paperwork to see date parameters of the award are current.

**School identifies on the Census report children eligible for DAF by ticking the DAF box**

Once all the above checks are complete, enter the claim on to the census so payment can be processed by school funding.

Save applications and evidence for your own records.

Note dates the award is to and from so if they apply next year we can see if the DLA claim is still in date.

**Re-Claim** If the child is still receiving NEF funding on the anniversary of the first DAF claim(not for those in reception) you may be able to claim again, using the same evidence if date parameters of the award are still in date, complete a new application form with parents, and follow steps above.