**Focused Improvement Plan (FIP)**

**To be completed by:**

* Early Years providers judged by Ofsted at inspection as **Requires Improvement** (Category B).

NB: Early Years providers with a second consecutive requires improvement judgement are required to complete the FIP for Category C (appendix 4)

**Purpose:**

* This document aims to reassure the council that the funding provided will offer value for money and impact positively on children’s outcomes.
* Where a FIP is approved by the Council settings will be placed on the *Approved Provider* register and funded two year olds can be placed in their settings. However, the Councils priority remains, as directed by the Department for Education (DfE), to place children in settings judged to be good or above.
* Children will only be placed in ‘*requires improvement’* settings where there is no capacity in good or above settings within a reasonable travelling distance for the parent/carer.

**Review**

* The Council will review the FIP and either recommends that the setting is placed on the *Approved Provider* register or refers the FIP back to the provider for further development to ensure that the plan clearly addresses the areas and actions in the Ofsted report.
* To monitor progress and ensure that standards are maintained until re-inspection by Ofsted, a termly progress review conversation will take place between the Council and the owner/manager of the setting. If the setting has not been re-inspected after a one year period the setting will be asked to submit a new FIP.

**Completing the document:**

* This document must relate directly to your latest Ofsted report.[[1]](#footnote-1)
* Setting strengths – taken from your Ofsted report.
* What needs to improve - What the setting needs to do to improve further – taken from your Ofsted inspection report.
* Progress on FIP priorities and actions must be reviewed regularly by the setting i.e. owner, committee and manager(s).
* There may be occasions when further areas of development are identified that are not within the Ofsted inspection report.
* For settings whose Ofsted report is more than 12 months old re-approval will be required, this is a two-step process.
* You must state clearly what has been put in place to address the actions/recommendations from the Ofsted inspection report. Then show your current development plans.
* This FIP aligns closely to the Development Plan in the Journey to Excellence (J2E) reflective of the EYFS 2017.

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| **Name of setting:** |  | **Manager:** |  |
| **Owner/ Provider:** |  | **Current Ofsted Grade:** |  | **Date of Ofsted Inspection Report:** |  |
| **FIP Completed by:** |  | **Date FIP completed:**  |  |
| **Setting Strengths:** (From Page 1 of Ofsted report) |

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| --- | --- | --- | --- | --- |
| **What needs to improve: Taken directly from Ofsted Report** | **ACTION POINTS:****Steps to be taken to achieve improvement** | **Responsibilities and deadlines** | **What will the changes achieve?****What have the changes achieved?** | **How will we recognise that we have made the improvement?****Evaluation/Review of progress** |
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The boxes will expand as you type. Please add additional rows as required.

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| **Date completed and submitted** |  | **Signed** |  |

Please return your completed form; for the attention of the relevant Early Years Quality & Standards Officerto: SchoolsandSettingsWorktray@oldham.gov.uk

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| **FOR EARLY YEARS AND CHILDCARE SERVICES ONLY**  |
|  |
| **Approved** |  | **Referred to setting** |  | *- tick as appropriate* |  |
|  |
|  |
| **Early Years Officer:** |  | **Date:**  |  |
| **Reason for referring to setting** *NB: Decision to be communicated to the Childcare Market Officer* |  |
| **Term 1 progress review date:** |  | **Term 2 progress review date:** |  |

**Guidance for the development of your Focused Improvement Plans – Action planning for quality improvement**

The FIP will be built around the areas identified for improvement through the latest Ofsted report and the Self Evaluation Audit process. It is important to prioritise the areas identified for improvement over a realistic period of time matched to the resources available.

To maximise the effectiveness of the Self Evaluation Audit process the FIP should be developed with all stakeholders, for example:

* Setting leaders and the early year’s specialist or an early year’s consultant commissioned by Oldham Council
* Setting leaders and staff
* Setting leaders, staff and management boards/governing bodies.

**FIPs are living documents**. It is important to monitor the progress of the plan. In preparing the plan the following questions may be considered.

* Have we identified all the practical steps we need to take to achieve the objectives?
* Are the actions clear and specific? Do we know exactly what we intend to do and who will do it?
* How will the steps lead to the required outcomes?
* How will we know when we have got there?

**Monitoring and evaluating the FIP.** Monitoring is the ongoing assessment of progress against the improvement plan(s), priorities and success criteria. Evaluation is about measuring the effects of the actions against the criteria. This involves looking for measurable evidence that demonstrates how well the setting has done in terms of what it planned to achieve.

The monitoring and evaluation of the FIP should include questions such as the following.

* Are we doing what we said we would do?
* If not. Why not? For example, are we using resources efficiently and effectively to achieve objectives?
* Are we achieving outcomes within the set time frames?
* Are we taking corrective action to refocus in order to achieve our objectives?
* Are we making progress?

In developing a FIP it is useful to consider the ‘SMARTER’ criteria:

**S**PECIFIC, **M**EASURABLE, **A**CHIEVABLE, **R**EALISTIC, **T**IME-SPECIFIC, **E**XTENDING and **R**EWARDING

1. Requires Improvement FIP August 2015 G:\P22\Early Years\Quality Improvement\Support and Challenge for Improvement Framework [↑](#footnote-ref-1)