

Application form for the Early Years Register and Childcare Register: childminder agency (form CMA1)

July 2014

We will use a computer to scan this form. Please complete it in **black ink** and block capitals and write only on the right-hand pages.

This form should be completed by:

- all applicants who wish to register a childminder agency on the Early Years Register
- all applicants who wish to be placed on the compulsory part of the Childcare Register.

This form should be completed by the intended registered person or a person with the authority to represent the registered person (see the *Childminder agency handbook* (www.ofsted.gov.uk/resources/140147) and the guidance notes included in this form for more information). Please use the additional information sheet at the end of the form if necessary.

In addition, a declaration and consent form (CMA2) should be completed by each person connected with the application including:

- sole owner applicants to register a childminder agency
- all individuals making up an organisation whose sole purpose is to run childminder agencies – this includes: committee members; partners; directors; trustees
- the nominated person for an organisation who will represent the organisation in its dealings with Ofsted

Please note: when returning this form, make sure you include the current page (page 1). We cannot accept your application without it as it contains information needed for computer scanning.

If you need any help to complete this form, please contact us on **0300 123 1231**.

Please return your completed application form to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Please leave blank for Ofsted use



Section A – Type of application

(A1) We need to know whether the agency is owned by a public sector body, such as a local authority or health authority.

(A2) We also need to know about who is applying to register. Ofsted registers a 'person' to run a childminder agency. A 'person' may be an individual, or an organisation, such as a:

- partnership
- company
- committee
- statutory body.

The *Childminder agency handbook* gives more details about registered persons.

(A3–A6) We need to know if you are a school or academy intending run a childminder agency so that we can try to coordinate different inspections and check information that we might already hold about the school.

A Type of application

A1 In which sector is the childminder agency based?

Public Private

A2 Are you applying as (please tick one box only)

an individual an organisation

A3 Are you a school or academy?

Yes No

If no, please go to question A7

A4 Will the school or academy's governing body, or owner be responsible for running the childminder agency?

Yes No

A5 If no, who will be responsible for running the childminder agency?

A6 Ofsted school reference number (six digits)

The name of the school

The school's address

Postcode

Section A – Type of application (continued)

(A7-A8) We need to know if you are part of a children’s centre so that wherever possible we can arrange a single inspection of your services.

(A9-A10) It may be possible to process your application more quickly if we can check the information we already hold about this agency. We may contact you to discuss in greater detail if you are purchasing an existing childminder agency.

(A11) We ask you to give a target opening date which we will try to meet. We cannot guarantee to do so. Our target is to register applicants for childminder agencies within 16 weeks. However, a number of the stages in the application process depend on information from other agencies and actions that you have to take. Delay with these stages may affect the time taken to register you. There is more information about the process in the *Childminder agency handbook*.

A Type of application (continued)

A7	Are you applying to run a childminder agency as part of a Sure Start Children's Centre?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>										
	Is the proposed childminder agency based at the same address as the children's centre?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>										
	Please give the name and address of the children's centre.														
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	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
A8	Is the childminder agency going to be directly managed by the children's centre?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>										
A9	Are you purchasing an existing registered childminder agency?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>										
	If 'yes', please give the name and address of the agency and its Ofsted registration number.														
	Name														
	Address (in full)														
	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">Postcode</td> <td><input type="text"/></td> </tr> </table>						Postcode	<input type="text"/>							
		Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Ofsted registration number (mandatory)															
A10	Do you already have one or more registered agencies or early years provision(s)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>										
	If you have answered 'yes', please state the name of the registered person and the address/head office address.														
	Name of the registered person														
	Organisation address/head office (in full)														
	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">Postcode</td> <td><input type="text"/></td> </tr> </table>						Postcode	<input type="text"/>							
		Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
	Ofsted registration number														
Organisation ID															
A11	Target opening date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										

If you ticked 'individual' at A2 go to section B.

If you ticked 'organisation' at A2 go to section C.

Section B – Applicant details: individual owner

(B1–B8) This section asks for information about your name and address and how to get in touch with you. We will increasingly use email to contact people. Please give your email address if you want us to contact you in this way.

You must provide a secure email address that is not accessed by anyone other than you or your nominated person. The email address must not be a generic email, such as info@childminderagency.com, that may be accessed by staff members. This is because we may need to send personal data to you, which should not be read by anyone else. By ticking the consent box you consent to us sending correspondence to you via email as your preferred method.

We ask for more information about you on form CMA2, which requests your consent to carry out checks. You must include a completed CMA2 with the application.

(B5) We will send all legal documents and postal correspondence to the individual applicant named in B2–B4 at the address given in B5. If you do not have a secure business address, please enter your home address here.

Section C – Applicant details: organisation

This section asks for information about the organisation that is applying to be the registered person. There is more information about registered persons in the *Childminder agency handbook*.

(C1) Examples of a statutory body are a local authority, a healthcare trust or school governing body. If you are applying as a group of two or more individuals who are jointly responsible for running the childminder agency but are not a partnership, company, committee or statutory body, please tick 'other' and specify the type of organisation in **C1** and list all the individuals concerned in **C12**. If you have a collective name for your organisation such as 'cooperative' please give this name in **C2**. Please do not enter the agency name here. This name should go in **D1**.

(C2–C3) Please complete the organisation's full name and office or main business address. If the organisation does not have a business address, please enter the home address of the person you nominate to represent the organisation in its dealings with us.

We will send all legal documents and postal correspondence to the address entered in **C3**.

C Applicant details – organisation

C1	Type of organisation (please tick one box only)											
	A partnership	<input type="checkbox"/>	A company	<input type="checkbox"/>	A committee	<input type="checkbox"/>	A statutory body	<input type="checkbox"/>				
	Other	<input type="checkbox"/>										
	If 'other', please specify											
C2	Name of organisation											
C3	Address of organisation											
	Postcode											
C4	Will the proposed childminder agency be operating from the same address as the organisation?								Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If no, please give the address of the agency											
	Postcode											
C5	Will the agency have other branches?								Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If yes, please give the address of the other branches											
	Postcode											
	Postcode											
C6	Telephone number (including area code)											
	Mobile telephone number											
C7	Email address											
C8	Date organisation was established											
C9	Registered charity number (if applicable)											
C10	Registered company number (if applicable)											

Section C – Applicant details: organisation (continued)

(C11) We have different procedures for registering organisations depending on whether their prime purpose is to run childminder agencies. The *Childminder agency handbook* gives more details about this.

(C12) If your organisation's main purpose is to run childminder agencies, we need to ask for details about all individuals who make up the organisation. This is because the law requires us to make sure each person is suitable to run a childminder agency. There is more information in the *Childminder agency handbook*. In the table, list the full names of partners, committee members, directors or other people who are applying to register as an organisation. You should include your own details if applicable. Please indicate whether these people have:

- completed a declaration and consent form (CMA2)
- management responsibility for staff (in the position column in C12)
- significant contact with children (in the position column in C12).

If you have not yet identified all these individuals at the point of application, you can notify us about them later in the process using form CMA3.

(C13) The nominated person represents the organisation in its dealings with us. The *Childminder agency handbook* gives more information on the nominated person.

If your organisation's main purpose is not the running of childminder agencies, you must give details of a nominated person who is the most senior person with delegated, clearly identifiable and direct responsibility for managing, planning and monitoring the agency. We ask for more information about this person on form CMA2, which asks for their consent to carry out checks. The form must be included with the application unless the person has already completed one of these for us.

We will send all legal documents to the nominated person at the address in **C3**. We will increasingly use email for other correspondence with people. Please give the nominated person's email address if that person wants us to contact them in this way. You must provide a secure email address that is not accessed by anyone other than you or your nominated person. This must not be a generic email address, such as info@childminderagency.com, that may be accessed by staff members. This is because we may need to send personal data to you which should not be read by anyone else. By ticking the consent box, you consent to us sending correspondence to you via email as your preferred method.

We charge a fee for application, and annually for your registration to continue. We will send invoices to the nominated person at the address in **C3**.

C Applicant details – organisation (continued)

C11 Is the prime purpose of your organisation the running of childminder agencies?

Yes (please complete C12 and C13)

No (go to C13)

C12 Persons who are part of the registered person

Title	First name(s)	Surname	Date of birth	Position	Form CMA2 enclosed with this application
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

C13 Nominated person contact details

Form CMA2 enclosed with this application

Yes

Title (please tick one or specify)

Mr

Mrs

Miss

Ms

Other

First name(s) (in full)

Surname (family name)

Full postal address

Postcode

Contact telephone number (including area code)

Mobile telephone number

Date of birth

Email address

Do you wish Ofsted to communicate with you electronically?

Yes

No

Section D – Agency

We will use the information as a basis for discussion with you about registration. We will also use it to provide local authorities with information about the amount and type of childcare available.

Please note that **all** questions in this section must be answered. Please use the additional information sheet at the end of the form if necessary.

(D1-D5) These questions ask for further information that helps us understand how you intend to organise your agency and what you intend to offer.

(D3) The early years age group is birth to the 31 August following the child's fifth birthday. If you intend to register childminders to care for the early years age group, you must register on the Early Years Register. If you intend the childminders registered with you to care for children aged between the end of the early years age group to under 8 years, you will need to register on the compulsory part of the Childcare Register (see Section E). If you intend to register childminders to care for children from birth to under 8 years, you must register on both the Early Years Register and the compulsory part of the Childcare Register.

(D4) You are required to submit a statement of purpose as part of your application. We will not deem your application complete and commence processing it until you have submitted the statement of purpose. If you are submitting your application via email, then the statement of purpose must be provided in PDF format. The *Childminder agency handbook* gives more information on what must be included in the statement of purpose.

(D5) Use this section to tell us about any particular details you would like Ofsted to take into account, such as times that are difficult for visits; forthcoming holidays; the need for you to make arrangements for other adults to be present, such as an interpreter. It is important to note that, once registered, you must keep all records and be able to liaise with other agencies in English.

If you are based in a women's refuge or on a military base whose address must be kept out of the public domain, you should tell us here. You may also want to tell us about any special educational approach that you have, whether you are using any language(s) other than English, or whether your agency subscribes to any particular religion.

Please use the additional information sheet at the end of the form if necessary.

D Agency

D1	Approximately how many childminders do you intend to register?	
D2	What geographical area(s) do you intend to cover?	
D3	Please specify the age ranges you intend the childminders registered with you to care for:	
	<input type="checkbox"/>	Between birth to the end of the early years age group
	<input type="checkbox"/>	Between the end of the early years age group to under 8
D4	Statement of purpose enclosed with this application?	Yes <input type="checkbox"/>
D5	Is there any other information about your agency that you would like Ofsted to take into account when making arrangements to register or inspect you?	

Section E – Childcare Register

We need to know whether or not you intend for the childminders registered with your agency to care for children who are older than the early years age group (birth to the 31 August following the child's fifth birthday). There is no additional fee for registering on the Childcare Register, if you apply to register on the Early Years Register at the same time.

(E1) Please indicate whether or not you wish to register on the compulsory part of the Childcare Register.

Section F – The manager of the childminder agency

The manager is the person who has day to day management of the childminder agency.

If you are a sole owner and intend to manage the agency yourself, please indicate here.

If you have already appointed a manager, please use this form to tell us you have done so. Unless you are managing the agency yourself, you must also complete and submit form CMA3 for your manager. This gives consent for us to use your manager's details, if you wish us to do so, to carry out business on your behalf.

E Childcare Register

If you intend for the childminders registered with your agency to care for children aged from the end of the early years age group to under eight, you **must** also apply to register on the compulsory part of the Childcare Register.

- E1** I want to be included on the compulsory part of the Childcare Register. I confirm that I understand the requirements of this register and will take reasonable steps to ensure that childminders registered with my agency meet the requirements of this register when caring for children aged from the end of the early years age group to under eight.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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F The manager of the childminder agency

F1 I intend to manage the agency myself.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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F2 I have appointed a manager for my agency.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Section G – Consent and declaration

This section describes how we use the information we receive. It asks you to make certain declarations and agreements, and to sign the form having read and agreed to the information given. **The form will be returned if you have not signed and dated this section.**

By signing the form at G1, you are consenting to us carrying out checks and using information provided from the checks and the application form in the way set out above. Without your consent and signature, we will not be able to process your application.

You are also confirming that you understand that other legal requirements, not covered by the Early Years Foundation Stage and/or the requirements of the compulsory part of the Childcare Register, may apply to you and the childminders registered with your agency, specifically local planning, building control, environmental health, health and safety, and fire safety requirements.

Ticking the consent box confirms that we can publish the name, address and telephone number of your agency as provided on this form.

If during the registration process, or after registration is granted, there are changes in your circumstances that might affect your suitability to run a childminder agency, you must let us know. These changes are set out in regulations and in the *Childminder agency handbook*.

We will share information about your registration with local authorities. We may also share information with our inspection service providers who are allowed under the law to carry out certain parts of the registration process on Ofsted's behalf.

All applicants must pay a fee on application that is non-refundable. An application is not complete until the fee is received.

It is an offence to knowingly make a statement, which is false or misleading, in an application. If you do this you may be prosecuted and be liable for a fine of up to £5,000 if convicted. By signing the form at G1, you are declaring that all the details in your application are true, to the best of your knowledge and belief.

G**Consent and declaration**

I consent to Ofsted carrying out checks and using information provided from the checks and this application form when assessing my suitability to register my childminder agency.

I agree to notify Ofsted of any changes to the information on this form, which may affect my suitability to run a childminder agency.

I understand that Ofsted will share any information it obtains about me with other organisations where the law requires this, including where information raises concerns of a child protection nature.

I consent to Ofsted sharing information about my application with local authorities to assist it with its statutory functions to provide information, advice and training to childcare providers, including childminders.

I consent to Ofsted sharing information about my application with inspection service providers who, under law, are permitted to carry out regulatory processes on behalf of Ofsted.

I understand that my application is not complete until Ofsted has received my application fee, CMA1 form, my statement of purpose and CMA2 forms for me and all other individuals listed at C12 and C13.

I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be refused if I have knowingly given false information or have withheld relevant details.

I understand that it is an offence to make a statement that is false or misleading in an application for registration.

The signature below is that of the registered person or a person with the authority to represent the registered person.

G1

Signed

Print name

Status (for example individual, director, chairperson)

Date of signature

Name of organisation (where appropriate)

What happens to the information provided?

We process your personal information in accordance with the Data Protection Act 1998. Under the Act, you have certain rights regarding access to the personal information that we hold about you. You can ask to see this information. You should contact us if you wish to make such a request.

We ask local authorities to share with us information that they may hold about you. We use the information to make a decision about your suitability to work with or be in regular contact with children. It may be necessary to repeat these checks from time to time in order to assess your ongoing suitability.

We may get information about you from others, or we may give information to them. We will only do so in accordance with the law. We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others, such as other government departments and agencies. We will not give information about you to anyone unless the law allows us to do so.

We can give information to:

- parents and prospective parents – to help them in choosing a childcare provider
- local authorities – including organisations carrying out a statutory function on behalf of a local authority – so that they can include details such as names, addresses and other registration information in their family information services records and fulfil their statutory functions to provide information, advice and training to childcare providers, including childminders
- Ofsted's inspection service providers who, by law, carry out regulatory processes on our behalf
- Her Majesty's Revenue and Customs – so that it can check on tax credit eligibility for parents using childcare
- other agencies – if they write to ask us for information about a provider and they need the information for child protection purposes
- child protection agencies and the police – so that they can investigate circumstances where children might need protecting from harm.

We can give information you supply to these people and organisations because the Childcare Act 2006 (sections 83 and 84) and associated regulations allow this. In some cases, the law requires us to provide information to other people and organisations. We may use details from this application and any future updates to form part of the public register.

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