

# Exemption notification form

For childcare providers that operate for 14 days or less in a 12-month period

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## Childcare that is exempt from compulsory registration

Most childcare providers caring for children aged under eight must register with Ofsted unless the law says that they are not required to do so.

We have a factsheet – *Registration not required* – that explains which providers are not required to register with us. It is available from our website:

[www.ofsted.gov.uk/publications/080134](http://www.ofsted.gov.uk/publications/080134).

Please read *Registration not required* before you continue with this exemption notification form.

## Providers who should not complete this form

*Registration not required* lists the 15 kinds of provision that do not have to register with us. If your provision comes under **any** of numbers 1–13 and 15 then you do not need to complete this form.

## Providers who should complete this form

If your provision **only** comes under number 14 in *Registration not required*

'care for children aged under eight from particular premises for 14 days or less in any year and you notify us in writing at least 14 days before starting the provision'

and

you will be looking after at least one individual child for a total period of more than two hours in any one day

then you should complete this form and return it to us:

Exemption notification forms, Ofsted, National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA.

## Exemption notification form

### Checklist

1. If your answer is 'No' to **either** of these questions then please do not complete this form and you do not need to take any further action. If your answer is 'Yes' to both then continue to (2).
  - Will you be looking after children under the age of eight?
  - Will you be looking after at least one individual child for a total period of more than two hours in any one day?
  
2. If your answer is 'Yes' to this question then please complete this form.
  - In *Registration not required* does **only** number 14 apply to you?

<b>Type of childcare</b>						
Have you informed us of this childcare provision previously?				Yes		No
If Yes please advise the Ofsted reference number (URN) if known						
Please give below the dates of your intended childcare						
What type of childcare do you intend to provide? Tick one (✓)						
Childminding		[A]	for Ofsted use			
Childcare on domestic premises		[B]	for Ofsted use			
Childcare on non-domestic premises		[C]	for Ofsted use			
If you are providing childcare on domestic or non-domestic premises, please tell us the name of the setting; for example Little Stars Nursery						
Address of the premises that you wish to use to provide childcare						
					Postcode	
Telephone number						



## Declaration

Please note that if you knowingly make a statement that is false or misleading, you will be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 5 on the standard scale (up to a maximum of £5,000).

I confirm the information I have provided on this form is to the best of my knowledge correct.

Full name		
Date of birth		
Position within organisation, if applicable		
Address		
Postcode		
Email		
Daytime telephone number		
Mobile telephone number		
Signature		
Date		

## What happens next?

When we receive this completed form we will write to you to confirm whether your provision is exempt from registration.

## Data Protection Act 1998

Ofsted will use the information requested in order to decide whether your childcare provision requires registration.

Ofsted will 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 Ofsted holds about you. You should write to us at Ofsted, National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA if you wish to make such a request.