

# Guide to completing your application to vary or remove conditions of registration

## Request to change the maximum number of children

### Who should complete this form?

This form should be completed if you wish to change the number of children you can care for in a particular age range or increase the maximum as a whole. If you do not wish to make this change please contact us to request the appropriate form.

### What information should I include?

You should complete all sections of the form remembering some basic rules:

- **Keep it brief and focused** – you should answer all questions clearly and without excessive detail.
- **Be clear about what you want** – make sure you are very clear about what you want from your variation.
- **Consider the requirements** – you should read this guidance and the legal requirements, this will help you understand what information we need and what kind of requests we can accept.

### Key requirements to consider before making your request

You should consider the legal requirements relating to the maximum number of children you may care for in each age range, these are outlined in appendix 2 of the EYFS statutory framework. We have summarised these below, these numbers relate to every adult working with children, so can potentially be increased when working with assistants or in partnership with other childminders. If you wish to work with a **new** assistant/childminder you should contact us for further guidance or proforma.

- **Maximum number of children under eight** – The EYFS statutory framework outlines that a childminder may care for a maximum of 6 children under the age of eight. Under no circumstance will we approve a condition of registration that would exceed this maximum. Remember these numbers relate to each adult working with children e.g. the potential maximum would be 12 with an assistant or 18 with 2 assistants.
- **Maximum number of children in the early years age<sup>1</sup> range** – The EYFS statutory framework sets a normal maximum of 3 children in the early years age range. However it allows children aged four and five who are in full time education to be counted as over the age of five for the purposes of ratios. We will only allow this maximum to be exceeded where one child from the family is already minded by you or to preserve continuity of care of a currently minded child. You should complete the grid carefully and ensure you complete section D (see section D guidance for further information).
- **Maximum number of children under the age of one** – Normally a provider can only care for 1 child under the age of one. However if you can

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<sup>1</sup> Children are in the early years age group from birth until the 31<sup>st</sup> August following their fifth birthday.

demonstrate that you can meet the needs of all children in your care we can allow a maximum of 2 children under one. When making your request you should focus on what steps you have taken to meet the needs of children. We would not usually allow more than 2 children under the age of one.

## Guide to the sections

### Section A – Description of change

This should be a brief description of what you want to change and the reason.

### Section B – Numbers of children

Use this to clearly outline the maximum numbers of children in each age range you would like to care for. Take into account the above guidance and the EYFS requirements when requesting these numbers to avoid your request being rejected.

### Section C – Completing the grid

The grid is used to gather key information about all the children in your care. This can seem overwhelming at first but is quite simple, if you struggle please contact us. It is important you complete all information requested as outlined below:

- **Name** – Include the child's name. If you do not wish to include their name you may substitute it with a standard reference e.g. Child A, Child B etc.
- **Date of Birth** – Please enter in DD/MM/YYYY format.
- **Full Time Education (FTE)** – Please confirm if the child is in full time education. Enter Y (for yes) or N (for no).
- **Own Child** – Please mark the column 'Y' if the child is one of your own children. If not mark with N (for no)
- **Times of attendance** – Please confirm the times the child will attend your setting e.g. 8am-3pm. If the hours may vary from week to week cover the full range of times they may attend.

### Section D – Siblings or continuity of care

You must complete this section if you wish to increase the number of children you can care for in the early years age group.

**Siblings** – You should highlight any sibling(s) currently in your care.

**Continuity of care** – You should advise us if the change is to allow a child already in your care to stay in your care; continuity of care doesn't relate to new children.

For example a child needs to attend on Wednesdays when they do not currently but you are already have your maximum young children attending on Wednesdays.

### Section E – Action plan and risk assessment

The action plan is split into 2 sections. You should use the first to outline what you will do on a day to day basis to make sure the individual needs of children are met; this can take the form of a brief description of your average day. The second section should be used to outline what equipment you may use to care for children; for example you may buy additional baby monitors or new toys.

# Application to vary or remove conditions of registration – Childminder



Request to change the maximum number of children

Please complete this form and return it via email to [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or send a printed version to:

Applications Team  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

<b>Ofsted Unique reference number (URN)</b>		
<b>Name</b>		
<b>Setting address</b>		
	<b>Postcode</b>	
<b>Contact phone number</b> inc. area code		
<b>Email address</b>		
<b>Intended date for variation</b>		

## A. Description of change

Please describe the change you require and the reason for your request: for example you wish to care for 4 children in the EY age group on Tuesday between 09.00 – 12.00 in order to care for a sibling of a currently minded child

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## B. Numbers of Children

Please complete the table below with the number of children you wish to care for. Please see the attached guidance when considering these numbers.

<b>Under one</b>	<input type="text"/>	<b>From eight to eleven</b>	<input type="text"/>
<b>In the Early Years Age Range</b> (The early years age group is from birth to the 31 <sup>st</sup> of August following a child's fifth birthday)	<input type="text"/>	<b>From eleven to fifteen</b>	<input type="text"/>
<b>Total under eight</b> (This cannot exceed 6 per adult working with children)	<input type="text"/>	<b>From fifteen to eighteen</b>	<input type="text"/>

## C. The Grid

At the back of your form we have included a table (The Grid) for you to complete. Please ensure you complete all sections and include every child in your care aged from birth to seventeen (including your own children). Please see the guidance for more information.

## D. Siblings or continuity of care

Please ensure that you read "The numbers and ages of children that childminders may care for" factsheet. This can be found by clicking [here](#) or at the following address <http://www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Factsheet-childcare-The-numbers-and-ages-of-children-that-childminders-may-care-for> before completing this section for guidance

**Please tick the appropriate options below:**

**I wish to care for sibling(s) of a currently minded child**



Please provide the name (s) of the currently minded sibling or why the child needs to increase the times they attend

### Continuity of care for children you currently mind



## E. Action plan and Risk assessment

E1. Include a plan of your day and how the individual needs of each child will be met.

E2. Please detail the equipment you have. If additional equipment is required, please state below what equipment you will provide

E.3 Risk assessment

## F. Useable floor space and rooms used.

Please complete if you wish to increase the number of children cared for

Please confirm the rooms and measurements of those rooms you will be providing care from. Providers must meet the following space requirements:

- children under two years: 3.5 m<sup>2</sup> per child;
- two year olds: 2.5 m<sup>2</sup> per child;
- children aged three to five years: 2.3 m<sup>2</sup> per child.

### Space

Taking into account usable indoor space requirements on page 35 of the Statutory Framework for the Early Years Foundation Stage please confirm the total space to provide care in square metres below:

Calculations of available indoor space should be based on the net or useable areas of the rooms used by the children (that is, not including storage areas, thoroughfares, cloakrooms, utility rooms, kitchens and toilets or outdoor areas)

### Rooms

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## G. Discussion with parents

You should discuss your request with parents of minded children. You should make sure they understand how this will impact on their children if granted and seek their views and opinions.

I confirm I have discussed my request with parents of minded children

## H. Declaration

I declare that all the information I have given on this form is true to the best of my knowledge and belief.

Signed	Signature not required if sent electronically
Print Name	
Date of Signature	

Please check to ensure you have answered all appropriate questions including the Grid (end of form)



## C. The Grid Please see the main form and guidance for information on completing the grid

**Please use this table to detail the children currently in your care**

Name of child (or Child A, etc)	Date of Birth (DD/MM/YY)	Number of months you have cared for this child	Full time education? *	Own Child?	Times of attendance							
					Mon	Tue	Wed	Thurs	Fri	Sat	Sun	
Example row – Joe Bloggs	01/01/2004	8	Y	N	8am – 4pm			8am-3pm				

\* four or five years-olds attending maintained nursery schools or maintained nursery classes (or an independent school where they are pupils of the school) may be counted as attending full time education if they attend for a whole school day

**Please use this table to detail any change of hours or additional sibling(s) of a currently minded child you wish to care for**

Name of child (or Child A, etc)	Date of Birth (DD/MM/YY)	Number of months you have cared for this child	Full time education? *	Own Child?	Times of attendance							
					Mon	Tue	Wed	Thurs	Fri	Sat	Sun	
Example row – Joe Bloggs	01/01/2004	8	Y	N	8am – 4pm	8am-3pm	8am-3pm	8am-3pm	8am-3pm			


**Additional Information**

If you need to include any additional information please add it to this sheet. All other inserts should include your name and Ofsted Unique Reference Number (URN). If you have continued any sections from the form please indicate which section it relates to.

<b>Ofsted Unique reference number (URN)</b>	
<b>Name</b>	
