

# WHEN DO I COMPLETE A NOTIFICATION FORM?

There are a number of occasions when you are required to complete forms to notify the Birth to Five Service of changes. Different notifications require the use of different forms, which are available to download at [www.birthtofive.org.uk](http://www.birthtofive.org.uk). This guidance clarifies which form you should use for each situation.

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## FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS NOTIFICATION OF A CHILD STARTING AT A SETTING

*N.B. This is only for children who have started at the setting after the Headcount Date. Please do not complete and submit this form prior to a child's start date as it will not be processed for payment.*

PART ONE DETAILS OF CHILD	
NAME OF CHILD	
FULL ADDRESS OF CHILD	
POSTCODE	
DATE OF BIRTH OF CHILD	
PART TWO DETAILS OF SETTING	
SETTING NAME	
SETTING ADDRESS	
POSTCODE	
DATE OF STARTING AT THE SETTING	<small>(THIS SHOULD BE THE DATE THE CHILD FIRST ENTERED THE SETTING. AS STATED ON THE Parental Declaration Form)</small>
NUMBER OF HOURS BEING ACCESSED PER WEEK	<small>(THIS MUST BE THE SAME AS THE NUMBER WRITTEN ON THE Parental Declaration Form)</small>
NAME OF CONTACT AT SETTING	
POSITION	
CONTACT TELEPHONE NUMBER	

## Notification of a Child Starting Form

This form may be used from the day after the Actual Headcount date up until the Interim Headcount date for payments.

This form will initiate an additional payment for the children who start with you after the Headcount.

For the spring term from **20<sup>th</sup> January 2012** up until **23rd March 2012**.

Forms will only be accepted during the specified periods each term and must be received within **two weeks** of the child starting at the setting. In order to receive payment the form must be completed in full.



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## FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS NOTIFICATION OF A CHILD LEAVING A SETTING

*N.B. This is only for children who have left the setting after the Headcount Date.*

PART ONE DETAILS OF CHILD	
NAME OF CHILD	
FULL ADDRESS OF CHILD	
POSTCODE	
DATE OF BIRTH OF CHILD	
PART TWO DETAILS OF SETTING	
SETTING NAME	
SETTING ADDRESS	
POSTCODE	
DATE OF CHILD LEAVING THE SETTING	<small>(THIS SHOULD BE THE DATE THE CHILD LEFT THE SETTING)</small>
NUMBER OF HOURS BEING ACCESSED PER WEEK	<small>(THIS MUST BE THE SAME AS THE NUMBER WRITTEN ON THE Parental Declaration Form)</small>
NAME OF CONTACT AT SETTING	
POSITION	
CONTACT TELEPHONE NUMBER	

## Notification of Child Leaving Form

This form should be completed whenever a child leaves your setting where their details were submitted on an Actual Headcount data return.

You are required to return this form within **two weeks** of a child leaving. This allows us to cross reference notices of children starting to ensure claims are valid.

We would not intend to recoup the funding from a child that has left after an Actual Headcount date, although we reserve the right to do this. Where we continue to fund a place there is an expectation that you will prioritise another eligible child to fill this vacancy.

Once another child starts you need to complete a **Notification of Child Starting Form** even if this falls outside the specified dates above, this informs us that you have filled the vacant place.

Notes for completion:

1. The setting should complete parts 1 and 2 of this form.
2. An electronic form is verification of the information on the form, therefore a signature is not required.
3. The completed form should be emailed to [EV@lincolnshire.gov.uk](mailto:EV@lincolnshire.gov.uk)



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FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS  
REQUEST TO DELIVER A STRETCHED OFFER

### Stretched Offer Request Form

DETAILS OF SETTING	
SETTING NAME	
SETTING ADDRESS	
POSTCODE	
NAME OF CONTACT AT SETTING	
POSITION	
CONTACT TELEPHONE NUMBER	
REASON FOR REQUESTING STRETCHED OFFER DELIVERY:	
STRETCHED OFFER MUST BE TAKEN IN THE FOLLOWING WAY:	
12 HOURS PER WEEK OVER 47.5 WEEKS PER YEAR (THIS MUST BE REFLECTED ON THE PARENTAL/CARER DECLARATION FORM)	

If you have a parent wanting to take the stretched offer and you can deliver this model then you must complete a form requesting authorisation to do this.

You need only complete one form per setting. Once this has been approved the stretched offer will be unlocked on the data exchange allowing you to enter this as an option.

The accepted offer is 12 hours over 47.5 weeks. You will receive payment in block hours for each term and will be expected to agree the attendance weeks in advance with the parent. This may mean parents accrue hours to be carried into the next funding period due to the number of weeks accessed in the current funding period.

STRETCHED OFFER PROVIDERS MUST NOT FORCE THE STRETCHED OFFER ACCESS ON ALL CHILDREN. PARENTS MUST STILL HAVE THE OPTION OF ACCESS TO 15 HOURS OVER 30 WEEKS PER YEAR.  
PLEASE NOTE: ANY PARENT/GUARDIAN REQUESTING TO ACCESS THIS STRETCHED OFFER MUST SIGN THE PARENTAL DECLARATION FORM TO CONFIRM ACCESS TO THIS DELIVERY MODEL.

NOTES FOR COMPLETION:  
1. An electronic form is verification of the information on the form, therefore a signature is not required  
2. The completed form should be emailed to [EYE@lincolnshire.gov.uk](mailto:EYE@lincolnshire.gov.uk)



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FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS  
NOTIFICATION OF CHANGE IN PROVIDER DETAILS

### Change of Provider Details

This form is for updating details of Manager, Owner, Phone Number, Email Address, Hours of Opening, and Conditions of Registration.  
PLEASE NOTE: BANK DETAILS should be amended on Change of Bank Details form.

This form should be used to inform the Birth to Five Service of any changes to your setting details. This includes:

PART ONE DETAILS OF SETTING	
Name of Setting:	
Ofsted URN:	
Address of Setting:	
Name of Manager:	
Name of Owner:	
Setting Tel No:	
Setting Email Address:	
Hours of Opening:	
EYE Delivery Hours:	
Mailing Address (if different to above):	
Name of contact at Mailing address (if applicable):	

- Change of owner/ manager
- Name of setting
- URN
- Setting Address or telephone numbers or Email address or Mailing Address
- Conditions of registration
- Hours of opening
- Any significant event or issue that will effect the opening of the setting for more than 3 days

PART TWO CHANGE OF DETAILS (Please advise any changes in the relevant boxes below)	
Name of Setting:	
Ofsted URN:	
Address of Setting:	



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EARLY YEARS ENTITLEMENT  
CHANGE OF BANK / BUILDING SOCIETY DETAILS

### Change of Bank Details

Setting Information Should any of these details change please inform the Birth to Five Service			
Name of setting:		Postcode:	
Address of setting:			
Telephone Number:			
Bank / Building Society Information Should any of these details change please inform the Birth to Five Service			
Bank / Building Society Name:			
Bank / Building Society Address:		Postcode:	
Account Number:		Sort Code:	
Account Name:			
Joint Account:	<input type="checkbox"/>		
Trust/Disb Account:	<input type="checkbox"/>		
*NB: Please note that, unless you are a sole trader, your establishment account must be set up for access by dual signature			
Are you a sole trader?	YES	NO	
I/we confirm that this account is for the sole use of the above named institution:			
Name:		Signature:	
Name:		Signature:	

Where bank details change it is important that the Birth to Five Service is informed immediately. Unless we are informed payments will be made to the account details we hold on file.

Where payment is made to a previous account holder it will be the responsibility of the new account holder to negotiate the transfer of any Local Authority funding they believe they are entitled to.

**NB: All forms need to be returned via email or post**  
[EYE@lincolnshire.gov.uk](mailto:EYE@lincolnshire.gov.uk)

Please return completed form to:  
Birth to Five Service, 10th Floor Centre, Mackay Drive, Lincoln, LN1 4EL  
Email: [EYE@lincolnshire.gov.uk](mailto:EYE@lincolnshire.gov.uk)



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