

Registering with Ofsted

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There are 2 Ofsted registers:

1. Early Years Register
2. Childcare Register

Early Years Register

If you care for children aged 0 – 5 (up to August after their fifth birthday)

As a provider, you will be classified as wrap around care, this includes before/after school care or holiday care.

You will need to meet all of the safeguarding and welfare and requirements in the [Statutory requirements for the early years foundation stage](#).

Childcare Register

The Childcare Register has two parts:

- Compulsory: this is for providers caring for children from 1 September, after a child's fifth birthday up to their eighth birthday
- Voluntary: this is for children aged eight and over or tutoring/coaching clubs such as school study support, sports clubs, performing arts, arts and crafts, religious, cultural or language studies.

Once you have joined the Childcare Register, you must meet the Childcare register requirements: [Daycare providers on the compulsory Childcare Register: Ofsted requirements - GOV.UK \(www.gov.uk\)](#)

When you must register for the Compulsory part of the childcare register

You must apply to join the compulsory part of the Childcare Register if all of the following criteria are met:

- the children are older than the early years age range, but not yet 8 years old
- you will be looking after the children for more than 2 hours on each day you're providing care
- you do not fall within one of the [different types of childcare provider](#)

When you can register for the Voluntary part of the childcare register

There are several situations, if you do not have to apply as a [different type of childcare provider](#), where you can apply to join the voluntary part of the Childcare Register.

Children who are 8 years old or more

You can apply to join the voluntary part of the Childcare Register if:

- you are only going to look after children who are at least 8 years old
- you do not fall within one of the [different types of childcare provider](#)

Children under 8 years old

You can also apply if you look after children at a creche for children under 8 years old either:

- for 14 days or less each year
- for 4 hours or less each day and the children's parents will stay in the immediate area

Children at least 3 years old

You might also be able to apply if you offer specific types of childcare to children aged 3 and over. These can include if you tutor, coach or run a club with 1 or 2 of the following activities:

- school study support or homework support
- sports
- performing arts
- arts and crafts
- religious, cultural or language studies

The activity needs to be the main focus of what you offer, such as drama club, choir practice, netball or swimming.

There should be specific tuition or coaching to help children improve their skills, rather than just offering childcare for working parents.

When you cannot register on the voluntary part of the Childcare Register

You cannot look after children under 5 for more than 4 hours in any one day.

Tutoring, coaching and clubs

You do not have to register if you provide tutoring or coaching in either one or two of the following activities to children aged 3 and over:

- school study support or homework support
- sports
- performing arts
- arts and crafts
- religious, cultural or language studies

However, you cannot look after children under 5 for more than 4 hours in any one day.

The activity needs to be the main focus of what you offer, such as school study support, sport or performing arts. This should be specific tuition or coaching to help children improve their skills, rather than offering childcare for working parents. We do not necessarily expect everyone working with children to be a specialist coach, but they should have particular skills in those areas to help children improve.

Which register should I join?

Type of Childcare	Type of Register
Looking after children from birth to 31 August after their fifth birthday	Early Years Register
Looking after children from 1 September after their fifth birthday up to their eighth birthday	Compulsory part of the Childcare Register
Looking after children aged 8 and over	Voluntary part of the Childcare Register
Looking after children as a nanny	Voluntary part of the Childcare Register
Tutoring/Coaching Clubs	Voluntary part of the Childcare Register

Joining both registers

If you register on the Early Years Register, you can also join the Childcare Register at no extra cost. However, if you're only registered on the Childcare Register and want to join the Early Years register, you will need to apply separately and pay a fee

If you're on the Childcare Register already but want to join a different part (for example, you're on the voluntary part of the register but want to join the compulsory part), contact Ofsted on 0300 123 1231 or enquiries@ofsted.gov.uk.

What to register as

You can register either as an individual or as an organisation. In either case, once you have registered you are 'the registered person'.

The registered person includes all partners, directors, company secretaries, trustees, the board of governors and all committee members.

Organisations can be formal or informal partnerships, a body corporate such as a limited company or an unincorporated association, such as a registered charity or a school governing body.

Registering more than one setting

If you provide childcare from multiple premises, you need to include all the settings under a single registration. However, you need to pay separate fees for each setting. You can apply for approval to [add more settings](#) at any time.

Adding more settings

If you are a nursery or other day care provider and you intend to move your setting or operate from additional premises, you must apply to register your new premises. This is because each day care setting must be approved by Ofsted. Your new setting must be approved by Ofsted before it can legally begin operating. To do so without approval will result in you providing unregistered childcare, which is an offence.

You will need to pay an approval and annual fee for each setting where childcare is provided.

Who should apply

You should be one of the following:

- the individual owner of a day care organisation
- the nominated individual of a day care organisation owned by a company or group
- the nominated individual of a school which does any of the following:
 - admits children to their register who are not yet 2 years old
 - provides care for children under 2 years old where at least 1 child attends for more than 2 hours a day
 - provides care for children who are not pupils at the school

The nominated individual is one of those who will be the registered individuals of a day care organisation or school. The nominated individual is chosen to represent them and the day care with Ofsted.

Information you will need

To complete the form, you will need to know the details of:

- your current childcare setting
- your proposed childcare setting
- who will manage the day care and any person to contact
- who will look after the children

You will also need to tell Ofsted:

- when you will be providing the childcare
- any additional relevant information you think Ofsted should know in relation to carrying out an inspection
- the register you want your day care to join, or why it is [exempt from registering](#)

Schools

If you are providing day care in a school, you will also need:

- the school's unique reference number
- to know whether you are applying to provide day care as part of a children's centre
- the number of children and their ages

Outdoor childcare

You can register outdoor settings like woodlands in the same way as any other premises. If you offer childcare from a play bus, you only need to register this once, not at each location where the bus goes. However, if you also use other premises as well as the bus, you need to include this as a separate setting.

Who should apply to Ofsted

Type	Who needs to apply
Individual owner	As the only owner of the provision, you are solely responsible, and you must apply.
Organisations set up solely or mainly to provide childcare	The organisation is accountable for the registration. A member of the organisation's governing body must apply.
Organisations set up for a different purpose than providing childcare	The organisation is accountable for the registration. The most senior person in the organisation with direct responsibility for childcare in the organisation must apply.

The nominated individual

If you register as an organisation, you must appoint a 'nominated individual'. The nominated individual will be responsible for everything about the registration and will liaise with Ofsted.

The person applying to register can also be the nominated individual if they are either:

- a member of the governing body
- the most senior person in the organisation with direct responsibility for childcare

They cannot be the appointed manager, unless the manager is also a member of the governing body.

A member of an organisation's governing body is responsible and accountable for the governance of that organisation. This does not apply to members who only have voting or attendance rights (such as shareholders).

What you need to do

You need to make sure that the place where you'll be looking after children is suitable. If you're joining the Early Years Register this must follow all requirements in the [early years foundation stage \(EYFS\) framework](#). For provision caring for school aged children you need to ensure you fulfil the Welfare Requirements in Section 3. (please refer to Page 7, footnote 5 regarding exemption from the Learning and Development Requirements. It is Section 3, The Safeguarding and Welfare Requirements that you must meet.)

You must also follow all legal requirements (for example, from your local authority environmental health department and local fire authority).

You will need to:

- appoint an appropriate and suitable manager who will manage the day care
- get an [enhanced check with barred lists](#) from the Disclosure and Barring Service (DBS)
- show that at least one person looking after children has an appropriate first aid qualification
- know [which register\(s\) you need to join](#)

Ofsted may need [extra documentation if you have lived abroad in the last 5 years](#).

Other people in your organisation may need to get an enhanced check with barred lists from DBS and complete an EY2. For more information see [People connected with an Ofsted registration](#). When you start looking after children you'll need to have public liability insurance.

How to apply

You will need to have a Government Gateway account. You will be prompted to sign in or create an account when you start to apply.

Use the [‘Apply to register your nursery or other daycare organisation \(EYO\)’](#) or [‘Apply to join the Childcare Register \(CR1\)’](#).

Make sure that everyone who needs to has filled in an EY2 form and got an enhanced check with barred lists from DBS.

You will receive a reference number, or URN, by post.

We will carry out checks on you based on the information you give us. If you are joining the Early Years register, we will arrange a [registration visit](#).

We aim to register you within 25 weeks of receiving your application, but it can take longer in some situations. You may be able to [put your application on hold in some circumstances](#).

If we grant your registration we will send you a certificate, together with information about the next steps.

About Ofsted’s fees

Once you’re registered, you must pay the same fee annually. This is due on the anniversary of your registration and covers the following year. See [more information about Ofsted registration fees](#).

Fees

It costs £220 to join the Early Years Register. It’s free to join the Childcare Register at the same time. Read more about the [different registers](#).

If you’re only joining the Childcare Register, it costs £114.

You pay a reduced fee of £35 to join the Early Years Register if you work for less than any of the following:

- 3 hours a day
- 5 days a week
- 45 weeks a year

Telling Ofsted about changes

You must tell Ofsted about any changes to any of the following within 14 days of the change happening:

- your registered address and any contact details
- the address of any premises where you’re providing childcare
- the legal structure of your business changes
- the type of childcare you provide (for example, if you change the days or hours when you look after children)
- any event that might affect the suitability of anyone who looks after children, for example any offences or orders that might disqualify them

- the manager or nominated individual

You also need to [tell us about any serious incidents](#).

New people in your organisation

The nominated individual must tell us about all changes to people that make up the organisation using the EY3 form. This includes:

all new committee members for committee-run childcare

any new people who make up an organisation that has been set up solely or mainly to provide childcare – this includes partners, directors, company secretaries and any other members of the governing body

New [committee members or people making up the organisation](#) must complete [an EY2 form online](#) and have an [enhanced check with barred lists from DBS](#).

Moving and adding additional premises

If you intend to move or operate from additional premises, you must [apply to register your new premises](#). This is because each day care setting must be approved by Ofsted.

Approval for additional settings does not require a full registration, therefore, seeking additional setting approval is not expected to take as long to complete as a full registration. If your application is approved, you will get a new registration certificate.

Your new premises must be approved by Ofsted before you begin operating from them. To do so without approval will result in you providing unregistered childcare, which is an offence.

You will need to pay an approval and annual fee for each setting where childcare is provided.

You can [apply for approval to add new premises](#) to your registration at any time. There's no limit to the number of premises you can add.

At the point when you apply, you must have at least one premises that is suitable for childcare.

Ofsted may make an approval visit to the new premises to check that the provider is suitable to expand and add the new setting. This will not re-run the full registration visit.

We will always inspect providers who apply to expand before their first inspection. We are likely to refuse approval if you have a 'requires improvement' or worse judgement after your first inspection, unless there is strong evidence of sustainable improvement.

If we have [concerns about any of your settings](#) we may intervene and take enforcement action where necessary. We may suspend an individual setting where there are grounds for suspension. If we have significant concerns and decide to cancel your registration, including for the non-payment of fees, this cancellation will apply to all your settings under that registration.

If your organisation operates separate legal entities that provide childcare, you must register each one separately. See more information about [acquisitions and mergers](#).

If Ofsted refuse your application to expand, this does not necessarily mean that they will cancel your other provisions. However, Ofsted will consider this, depending on their reason for refusal.

Useful Links:

The registration visit [Childminders and childcare providers: register with Ofsted - The registration visit - Guidance - GOV.UK \(www.gov.uk\)](#)

Daycare providers on the compulsory Childcare Register: Ofsted requirements

[Daycare providers on the compulsory Childcare Register: Ofsted requirements - GOV.UK \(www.gov.uk\)](#)

If you're on the Early Years Register, you need to follow the [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](#)

Landing page for Ofsted information: [Early years and childcare registration - GOV.UK \(www.gov.uk\)](#)

Requirements of the voluntary register: [Daycare providers on the voluntary Childcare Register: Ofsted requirements - GOV.UK \(www.gov.uk\)](#)

Requirements of the compulsory register: [Daycare providers on the compulsory Childcare Register: Ofsted requirements - GOV.UK \(www.gov.uk\)](#)

Requirements of the EYFS: [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](#)

Early Years Inspection Handbook (inc WAP guidance): [Early years inspection handbook for Ofsted-registered provision - GOV.UK \(www.gov.uk\)](#)