

Resigning and cancelling registration from the Early Years and Childcare Registers

A childcare factsheet for childminders and childcare providers

This factsheet tells you about resigning from the Early Years and Childcare Register if you no longer want to be a childminder or a childcare provider, and what will happen if you stop providing childcare but do not resign.

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Introduction

This factsheet tells you about resigning from the Early Years and Childcare Register if you no longer want to be a childminder or a childcare provider, and what will happen if you stop providing childcare but do not resign.

The law says that once you are registered to provide childminding or childcare, your registration remains until either you resign or we cancel your registration. This means that even if you stop providing childminding or childcare you still remain registered with us unless you tell us you want to resign or we cancel your registration.

Resigning as a childminder or a childcare provider does not affect any future application you wish to make to provide childcare. Cancellation of registration is a serious step and may mean that you cannot register with us again.

How to resign

If you no longer wish to continue registration with us you need to resign your registration. You can do this by telephoning us on 0300 123 1231, emailing us at enquiries@ofsted.gov.uk or in writing to us at: National Business Unit, Royal Exchange, Manchester, M2 7LA to let us know that you are resigning. We will then write to you to confirm your resignation.

If you are registered on both the Early Years and Childcare Registers and wish to resign from only one of them (for example because you don't want to care for children in the early years age group any more) then you need to let us know which register you want to resign from. We will then issue you with a new certificate of registration confirming your new registration arrangements. This may affect the annual fee you pay for continued registration. There is more information on the fees for each register on our website www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Care-and-local-services/Childcare/Registration/Fees-from-1-September-2009.

If you stop providing childminding or childcare and do not tell us your intention about your registration, we will continue to charge the annual fee for continued registration and carry out inspections and other regulatory visits.

If you are a childminder and continue your registration by paying the annual fee but do not look after children, the law says we can cancel your registration if you have not looked after children for a period of more than three years. This does not apply to childcare providers such as nurseries and pre-schools.

Payment of the annual fee

If you do not pay the annual fee for continued registration and do not tell us you want to resign, we will take action to cancel your registration. If you want to reapply to provide childcare in the future we will take your non-payment of the annual fee into account, when deciding on your suitability to provide childcare.

Resigning before we cancel registration

You cannot resign your registration if we have started formal procedures to cancel your registration. The law will not allow you to resign if:

- we have sent you a notice of intention to cancel registration, unless we give you permission to do so
- we have sent you a notice of decision to cancel your registration
- you are waiting for the outcome of an appeal against our decision to cancel registration from the Health, Education and Social Care Chamber First Tier Tribunal.

Cancellation of registration

If you do not resign and we cancel your registration for any reason other than not paying your annual fee for continued registration, this disqualifies you from providing childcare now or in the future.

If you have more than one childcare provision (for example you have several nurseries) and we cancel your registration at any one of these for anything other than not paying the fee, then this prevents you from providing childcare at any of the other nurseries where you hold a registration.

Applying for a waiver of disqualification

If we cancel your registration and this makes you disqualified, we may in some circumstances agree to waive your disqualification. If you want to apply to us again to provide childminding or childcare and you are disqualified you can apply for a waiver. To do this please telephone our helpline on 0300 123 1231 to request a disqualification/consent waiver form.

The voluntary part of the Childcare Register

If you are registered on the voluntary part of the Childcare Register and you resign or have your registration cancelled, you may still continue to provide childcare without registration so long as you do not change the type of childcare to one that needs registration. Providers that do not need to register with us include:

- home-based care in the home of the child (nannies)

- activity-based settings such as sports coaching or tuition
- short-term care such as crèches
- care that is only for children aged eight to their 18th birthday.

For more information on childcare services that do not need to register with us, see our factsheet: *Registration not required*.¹

¹ *Registration not required* (080134), Ofsted, 2010; www.ofsted.gov.uk/publications/080134.