

# Application form for the Early Years Register and Childcare Register: childminder agency (form CMA1)

**April 2021**

**You should complete this form if you are an applicant who wishes to register a childminder agency on:**

- the Early Years Register
- the compulsory part of the Childcare Register **or** compulsory and voluntary parts of the Childcare Register.

Please see guidance on [how to register as a childminder, or any other registration type](#).

The intended registered person or a person with the authority to represent the registered person should complete this form. For guidance on the application process, please refer to the [guidance on the regulation and inspection of childminder agencies](#).

In addition, each person connected with the application should complete a declaration and consent form ([CMA2](#)), including:

- sole owner applicants who wish to register a childminder agency
- all individuals who work for an organisation that runs childminder agencies as its main purpose, including committee members, partners, directors and trustees
- the nominated individual for an organisation who will represent the organisation in its dealings with Ofsted.

You can find information on how Ofsted handles personal information in our [personal information charter](#).

If you need any help to complete this form or if you would like an accessible version, please contact us at [childminder.agencies@ofsted.gov.uk](mailto:childminder.agencies@ofsted.gov.uk).

Please email your application form to [childminder.agencies@ofsted.gov.uk](mailto:childminder.agencies@ofsted.gov.uk).

## Section A – Type of application

<b>A Type of application</b>		
<b>A1</b>	In which sector is the childminder agency based?	
	<input type="checkbox"/> Public	<input type="checkbox"/> Private
<b>A2</b>	Are you applying as (please tick one box only)	
	<input type="checkbox"/> an individual	<input type="checkbox"/> an organisation
<b>A3</b>	Are you a school or academy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If no, please go to question A7.</b>		
<b>A4</b>	Will the school or academy's governing body or owner be responsible for running the childminder agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>A5</b>	If no, who will be responsible for running the childminder agency?	
<b>A6</b>	School's unique reference number (URN) (six digits)	
	The name of the school	
	The school's address	
		Postcode
<b>A7</b>	Are you purchasing an existing registered childminder agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes', please give the name and address of the agency and its Ofsted registration number. We may contact you to discuss this in greater detail, if required.		
	Name	
	Address (in full)	
		Postcode
	Ofsted registration number (mandatory)	

**A8** Do you already have one or more registered childminder agencies or Ofsted registered settings? Yes  No

If you have answered 'yes', please state the name of the registered person and the address/head office address.

Name of the registered person		
Organisation address/head office (in full)		
	Postcode	
Ofsted registration number		
Organisation ID		

**If you ticked 'individual' at A2, go to section B.**

**If you ticked 'organisation' at A2, go to section C.**

## Section B – Applicant details: individual owner

<b>B Applicant details – individual owner</b>						
<b>B1</b>	Are you already known to Ofsted?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Have you included a CMA 2 with this form? Please note that we are unable to process your application form until we have received all parts of the form		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>B2</b>	Title (please tick one or specify)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other
<b>B3</b>	First name(s) (in full)					
<b>B4</b>	Surname (family name)					
<b>B5</b>	Current address					
	Please note, we will send all legal documents and postal correspondence to the individual applicant named above at the address given below. If you do not have a secure business address, please enter your home address.					
			Postcode			
<b>B6</b>	Contact telephone number (including area code)					
	Mobile telephone number					
<b>B7</b>	Date of birth					
<b>B8</b>	Please provide a business email address for the proposed Childminder Agency. A business e-mail address is required, as we will need to share personal data with the agency securely. If you do not currently have a business e-mail address, please provide a temporary email address.					
	We will send correspondence by email unless you request otherwise. If you do not wish to receive correspondence by email, please tick here:			<input type="checkbox"/>		
	Please tick here if this is a temporary email address and a business email address will be provided later.			<input type="checkbox"/>		

**We ask for more information about you on form [CMA2](#), which requests your consent to carry out checks. You must include a completed CMA2 with the application.**

## Section C – Applicant details: organisation

<b>C Applicant details – organisation</b>													
<b>C1</b>	<p>Type of organisation (please tick one box only)</p> <p>If you are applying as a group of two or more individuals who are jointly responsible for running the childminder agency but are not a partnership, company, committee or statutory body, please tick 'other', specify the type of organisation in <b>C1</b> and list all the individuals concerned in <b>C10</b>. If you have a collective name for your organisation, such as 'cooperative', please give this name in <b>C2</b>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">A partnership <input type="checkbox"/></td> <td style="padding: 2px;">A company <input type="checkbox"/></td> <td style="padding: 2px;">A committee <input type="checkbox"/></td> <td style="padding: 2px;">A statutory body <input type="checkbox"/></td> </tr> <tr> <td colspan="4" style="padding: 2px;">Other <input type="checkbox"/></td> </tr> <tr> <td colspan="4" style="padding: 2px;">If 'other', please specify</td> </tr> </table>	A partnership <input type="checkbox"/>	A company <input type="checkbox"/>	A committee <input type="checkbox"/>	A statutory body <input type="checkbox"/>	Other <input type="checkbox"/>				If 'other', please specify			
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Other <input type="checkbox"/>													
If 'other', please specify													
<b>C2</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Name of organisation</td> <td style="width: 60%;"></td> </tr> <tr> <td style="padding: 5px;">Please do not enter the agency name here. This name should go in <b>D1</b>.</td> <td></td> </tr> </table>	Name of organisation		Please do not enter the agency name here. This name should go in <b>D1</b> .									
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Please do not enter the agency name here. This name should go in <b>D1</b> .													
<b>C3</b>	<p>Address of organisation</p> <p>If the organisation does not have a business address, please enter the home address of the person that you nominate to represent the organisation in its dealings with us. We will send all legal documents and postal correspondence to this address.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr> <td style="text-align: right; padding: 2px;">Postcode</td> <td style="width: 150px;"></td> </tr> </table>				Postcode								
Postcode													
<b>C4</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">Telephone number (including area code)</td> <td style="width: 55%;"></td> </tr> <tr> <td style="padding: 5px;">Mobile telephone number</td> <td></td> </tr> </table>	Telephone number (including area code)		Mobile telephone number									
Telephone number (including area code)													
Mobile telephone number													
<b>C5</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Email address</td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>	Email address											
Email address													
<b>C6</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Date organisation was established</td> <td style="width: 40%;"></td> </tr> </table>	Date organisation was established											
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<b>C7</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Registered charity number (if applicable)</td> <td style="width: 40%;"></td> </tr> </table>	Registered charity number (if applicable)											
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<b>C8</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Registered company number (if applicable)</td> <td style="width: 40%;"></td> </tr> </table>	Registered company number (if applicable)											
Registered company number (if applicable)													
<p>You can find further information about registered persons in the <a href="#">guidance on the regulation and inspection of childminder agencies</a>.</p>													
<b>C9</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">Is the main purpose of your organisation to run childminder agencies?</td> </tr> <tr> <td style="width: 60%; padding: 5px;">Yes (please complete C10 and C11) <input type="checkbox"/></td> <td style="padding: 5px;">No (go to C11) <input type="checkbox"/></td> </tr> </table>	Is the main purpose of your organisation to run childminder agencies?		Yes (please complete C10 and C11) <input type="checkbox"/>	No (go to C11) <input type="checkbox"/>								
Is the main purpose of your organisation to run childminder agencies?													
Yes (please complete C10 and C11) <input type="checkbox"/>	No (go to C11) <input type="checkbox"/>												

**C10**

Please list each person connected with the application, such as the sole owner, the full names of partners, committee members, directors, trustees or other individuals who legally form part of the organisation registering the childminder agency. You should include your own details, if applicable and indicate whether all associations have:

- completed a declaration and consent form ([CMA2](#))
- what their role is in the agency in the 'position' column, ensuring one individual has the role of 'nominated individual'
- significant contact with children in the 'position' column.

If you have not yet identified all these individuals at the point of application, you can notify us about them later by emailing [childminder.agencies@ofsted.gov.uk](mailto:childminder.agencies@ofsted.gov.uk).

Title	First name(s)	Surname	Date of birth	Position	Form CMA2 enclosed with this application
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

**C11**

**Nominated individual contact details**

The nominated individual represents the organisation in its dealings with us. You will find more information on the role of the nominated individual in the [childminder agency guidance](#).

If your organisation's main purpose is not to run childminder agencies, you must give details of a nominated individual who is the most senior person with delegated, clearly identifiable and direct responsibility for managing, planning and monitoring the agency. We ask for more information about this person and for their consent to carry out checks on form [CMA2](#).

Form CMA2 enclosed with this application		Yes <input type="checkbox"/>			
Title (please tick one or specify)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other
First name(s) (in full)					
Surname (family name)					
Full postal address					
				Postcode	
Contact telephone number (including area code)					
Mobile telephone number					
Date of birth					
Email address					
Please provide a secure email address, one that is not accessed by anyone other than you or your nominated individual. The email address must not be generic because we may need to send personal data to you, which should not be read by anyone else.					

## Section D – Agency

<b>D Agency</b>		
<b>D1</b>	Name of childminder agency	
<b>D2</b>	Full postal address of childminder agency	
	Postcode	
<b>D2</b>	Secondary postal address if necessary	
	Postcode	
<b>D3</b>	Approximately how many childminders do you intend to register?	
<b>D4</b>	What geographical area(s) do you intend to cover?	
<b>D5</b>	Please specify the age ranges you intend the childminders registered with you to care for:	
	Between birth to the end of the early years age group (31 August following child's fifth birthday).	<input type="checkbox"/>
	Between the end of the early years age group to under 8.	<input type="checkbox"/>
	Aged 8 and above (the voluntary childcare register).	<input type="checkbox"/>
<b>D6</b>	<p>Is the agency's statement of purpose enclosed with this application?</p> <p>Please note, we require you to submit a statement of purpose as part of your application. We will not begin processing your application until your statement of purpose has been received. You should submit this by email as a PDF.</p>	Yes <input type="checkbox"/>
<b>D7</b>	<p>I confirm that I will pay a fee of £220 for the application. Please either enclose a cheque if the application is being posted or email <a href="mailto:childminder.agencies@ofsted.gov.uk">childminder.agencies@ofsted.gov.uk</a> to request BACS payment details.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>D8</b>	<p>Is there any other information about your agency that you would like us to consider when making arrangements to register or inspect you?</p> <p>Use this section to tell us about details such as times that are difficult for visits, any forthcoming holidays or the need for you to make arrangements for other adults to be present, such as an interpreter. It is important to note that, once registered, you must keep all records and be able to liaise with other agencies in English.</p>	



## Section E – Childcare Register

### **E** Childcare Register

If you intend for the childminders registered with your agency to care for children aged from the end of the early years age group to under eight, you **must** also apply to register on the compulsory part of the Childcare Register. There is no additional fee for registering on the Childcare Register, if you apply to register on the Early Years Register at the same time. You may also wish to register on the voluntary part of the childcare register to care for children over 8.

<b>E1</b>	I want to be included on the compulsory part of the Childcare Register. I confirm that I understand the requirements of this register and will take reasonable steps to ensure that childminders registered with my agency meet the requirements of this register when caring for children aged from the end of the early years age group to under eight.	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>E2</b>	I want to be included on the voluntary part of the Childcare Register.	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Section F – The manager of the childminder agency

### **F** The manager of the childminder agency

The manager is the person who has day-to-day management of the childminder agency. If you are a sole owner and intend to manage the agency yourself, please indicate here.

If you have already appointed a manager, please use this form to tell us you have done so.

<b>F1</b>	I intend to manage the agency myself.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>F2</b>	I have appointed a manager for my agency.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Section G – Statement of declaration

This section describes how we use the information we receive. You can find further information in [Ofsted's privacy notice](#).

The statement of declaration asks you to make certain declarations and agreements. You should sign the form to confirm your understanding. **We will return the form if you have not signed and dated this section.**

By signing the form at G1, you confirm that you understand that we will carry out checks on all individuals associated with the application and use the information provided from the checks and the application form to process the application. Without your confirmation, we will not be able to process your application.

You are also confirming that you understand that other legal requirements, not covered by the early years foundation stage and/or the requirements of the compulsory part of the Childcare Register, may apply to you and the childminders registered with your agency. These include specifically local planning, building control, environmental health, health and safety, and fire safety requirements.

We may publish the name, address and telephone number of your agency as provided on this form on our [reports website](#).

If, during the registration process or after we grant registration, there are changes in your circumstances that might affect your suitability to run a childminder agency, you must let us know. These changes are set out in regulations and in the [childminder agency guidance](#).

We will share information about your registration with local authorities.

All applicants must pay a fee on application that is non-refundable. An application is not complete until the fee is received.

It is an offence to knowingly make a statement that is false or misleading in an application. If you do this, you may be prosecuted and be liable for a fine of up to £5,000 if convicted. By signing the form at G1, you are declaring that all the details in your application are true, to the best of your knowledge and belief.

**G Statement of declaration**

I understand Ofsted will carry out checks and use information provided from the checks and this application form when assessing my suitability and that of all individuals linked to this application to register the childminder agency.

I am aware that it is a requirement that I notify Ofsted of any changes to the information on this form. Changes may affect my suitability to run a childminder agency.

I understand that Ofsted will share any information it obtains about me with other organisations when the law requires this. This includes when information raises concerns of a child protection nature.

I confirm that I have read Ofsted’s [personal information charter](#) and [privacy notice](#).

I understand Ofsted will share information about my application with local authorities to assist it with its statutory functions of providing advice and training to applicants and registered childcare providers.

I understand that my application is not complete until Ofsted has received my application fee, CMA1 form, my statement of purpose and [CMA2](#) forms for me and all other individuals listed at C12 and C13.

I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be refused if I have knowingly given false information or have withheld relevant details.

I understand that it is an offence to make a statement that is false or misleading in an application for registration.

The signature below is that of the registered person or a person with the authority to represent the registered person.

**We will return this form if you have not signed and dated this section.**

**G1**

Signed	
Print name	
Role (for example individual, director, chairperson)	
Date of signature	
Name of organisation (where appropriate)	

**What happens to the information provided?**

We process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. You can find details of how we handle your personal information in our [personal information charter](#), which contains links to our privacy notices.



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