

Date last updated: November 2017

Phone: 0116 305 5788

Email: FEEE@leics.gov.uk

## Free Early Education Entitlement (FEEE) scheme - Change of circumstance

All childcare providers in receipt of the FEEE required to complete this form if any of the following circumstances occur:

- Change of Ownership (B)
- Change of Premises (C)
- Change of Banking Information (D)
- Change of Setting Name (E)
- Change of Organisational Status (F)
- Change to Academy Status (G)
- Change of Committee Representative or Registered Person (H)
- Change of Manager or Leader (I)
- Closure/Withdrawal from the FEEE Scheme (J)

The form is divided into an initial section (A) , along with the sections stated above (B -J)  
You are required to complete Section A and any other relevant sections pertaining to the change of circumstance.  
Any information that is incorrect must be amended in the space provided.

Please ensure that you submit any additional information that is required, guidance is given throughout the document to ensure the correct procedures are followed.

Information regarding the submission of the form can be found on the final page of this document.

If you require any assistance completing this form please telephone 0116 305 5788.

Yours sincerely,

Early Learning and Childcare Service

## Section A - Current Provider Details

The following section details the current information recorded for your setting by the ELCS.

Please ensure this information is correct and up to date. Any changes that need to be made in conjunction to a change of circumstance can be done so in the relevant section.

Provider No.		Setting Name:	
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Address:	
Main Contact Number:	
Mobile Number:	
Email Address:	
Ofsted URN:	

**Please note, the owner/representative is the person that is legally responsible for the setting. This will be the person that has signed the provider agreement. For example the representative is the chairperson of the committee or a governor of the school.**

Owner/Representative:	
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Please select the following areas that are relevant to the changes occurring at your setting:

- |  |  |
|--|--|
| <input type="checkbox"/> Change of Ownership                 | <i>Please ensure section B of the form is completed fully.</i> |
| <input type="checkbox"/> Change of Premises                  | <i>Please ensure section C of the form is completed fully.</i> |
| <input type="checkbox"/> Change of Banking Information       | <i>Please ensure section D of the form is completed fully.</i> |
| <input type="checkbox"/> Change of Setting Name              | <i>Please ensure section E of the form is completed fully.</i> |
| <input type="checkbox"/> Change of Organisational Status     | <i>Please ensure section F of the form is completed fully.</i> |
| <input type="checkbox"/> Change to Academy Status            | <i>Please ensure section G of the form is completed fully.</i> |
| <input type="checkbox"/> Change of Committee Representative  | <i>Please ensure section H of the form is completed fully.</i> |
| <input type="checkbox"/> Change of FEEE Admin/Manager/Leader | <i>Please ensure section I of the form is completed fully.</i> |
| <input type="checkbox"/> Closure/Withdrawal from the FEEE    | <i>Please ensure section J of the form is completed fully.</i> |

## Section B - Change of Ownership

This section is only required if the setting is being sold to another person or company. This in most cases will require a new Ofsted registration.

**\*\*\* This section requires information and signatures from both the old and new owners. \*\*\***

Current Owner/Representative:	
Current Organisation Name:	

I/We declare that with effect from the date stated below I/we shall no longer be the registered owner/s of the stated setting.

Please enter date:

### Please give details of the new owners/representative.

Name of the New Owner/Representative:

Title	<input type="text"/>	Forename:	<input type="text"/>	Surname:	<input type="text"/>
				Job Title:	<input type="text"/>

New Organisation Name:	<input type="text"/>		
Organisation Address	House Name/No.	<input type="text"/>	
	Street	<input type="text"/>	
	Town/Village	<input type="text"/>	
	County	<input type="text"/>	
	Postcode	<input type="text"/>	

Have Ofsted been informed of the change?  Yes  No

If so, has a new registration been granted?  Yes  No

New Ofsted URN

**In order to process a change of ownership the new owners should also complete the following prior to returning this document to the ELCS:**

**Section D Change of Banking Information (including a copy of a paying in slip)**

**Section F Change of Organisational Status**

**Section I Change of FEEE Administrator**

Please check this box to confirm that this company is registered with HRMC

Registered with HRMC

**I/We declare that the above person will be engaged as the new owner/representative of the stated childcare provision. I/We also confirm that this person has been registered as a 'fit person' under the terms of the Children Act 1989, by Ofsted.**

Signed (current owner/representative):  Date:

Print (current owner/representative):

Signed (new owner/representative):  Date:

Print (new owner/representative):

End of Section B

**Section C - Change of Premises**

*This section is only required if the setting is moving premises. This in most cases will require a new Ofsted registration.*

Date effective from	
New registered address	House Name/No.
	Street
	Town/Village
	County
	Postcode

The change of premises has occurred for the following reason:

- Change of ownership
- Lease has expired
- Previous building condemned
- Other (Please specify) \_\_\_\_\_

Have Ofsted been informed of the change?  Yes  No

If so, has a new registration been granted?  Yes  No

New Ofsted URN

**I/We declare that the address stated above will be the new address of the stated childcare facility.**

Signed (owner/representative):	<input type="text"/>	Date:	<input type="text"/>
Print (owner/representative):	<input type="text"/>		

End of Section C

## Section D - Change of Banking Information

*This section is relevant for existing settings that are changing bank accounts, or those settings undergoing a change of ownership which also requires banking information to be confirmed.*

Please state the reason(s) why the bank account is changing.

Name of Bank/Building Society	
Branch Address	Street
	Town/Village
	County
	Postcode

Sort code     —  —

Account Number   

Name of Bank Account or Building Society Holder:

Title     Forename:     Surname:   

**In order to process the change of banking information the following points must be adhered to:**

**The dedicated bank account must reference the name of the setting**

**Please attach evidence of your bank details e.g. blank paying in slip, blank cheque or bank statement with transactions blanked out. We cannot set up your account without this evidence.**

**I/We declare that the banking information supplied is for use with the ELCS. I/We have enclosed a copy of the paying in slip as confirmation of the banking information for the stated setting.**

Signed (owner/representative):	<input type="text"/>	Date:	<input type="text"/>
Print (owner/representative):	<input type="text"/>		

End of Section D

## Section E - Change of Setting Name

*This section is required if the name of the setting has changed.*

New name of the setting

I/We declare that with effect from the date stated below, the setting will be known by the name stated above.

Please enter date

Have Ofsted been informed of the change?  Yes  No

Is so, has a new registration been granted?  Yes  No

New Ofsted URN

Please state the reason(s) for this change to the setting name.

- Change of Ownership (Section B)  Change of Organisational Status (Section G)  
 Financial circumstances (Please give details)  Change to Academy Status (Section H)  
 Other (Please specify)

**In order to process a change of name the following must also be completed prior to returning this document to the ELCS:**

**Section D Change of Banking Information (including a copy of a paying in slip)**  
**Section F Change of Organisational Status (if name changed due to structural change)**

**I/We declare that the stated setting will now be known as the new setting name stated above.**

Signed (owner/representative):  Date:

Print (owner/representative):

End of Section E

## Section F - Change of Organisational Status

This section is required when a setting has changed its company status. If the setting has a new owner, the change of ownership section (B) must be completed.

### Please give details of the new organisational structure.

New Ownership type: *(Please select one option)*

- Sole Trader  Partnership (Sole Traders)  
 Limited Liability Partnership (LLP)  Limited Company (Ltd.)  
 Public Limited Company (Plc.)  Co-operative (Coop)  
 Voluntary Management Committee

*A Voluntary Management Committee (VMC) is the group that has ultimate legal responsibility for a voluntary or community organisation's activities.*

Please state the registered number for the company if applicable.

Is the company a registered charity?  Yes  No

*A registered charity is an organisation that is registered with the Charities Commission and has a unique registered charity number. Committee members are known as Trustees.*

New Representative (If applicable):

Title  Forename:  Surname:

New Organisation Name:

Have Ofsted been informed?  Yes  No

If so, has a new registration been granted?  Yes  No

New Ofsted URN

**In order to process this change of organisation status, a provider agreement may be required. Please ensure that the company representative is up to date.**

**I/We declare that the stated setting has changed the organisation status as detailed above.**

Signed (owner/representative):

<input type="text"/>
<input type="text"/>

Date:

Print (owner/representative):

End of Section F

## Section G - Change to Academy Status

This section is required for settings on a school site that have changed to academy status.

Current Owner/Representative:

If the parent school has moved to academy status however the Governors remain the legal entity of the setting please tick and sign the statement below.

I/We declare that the stated setting has changed to academy status however the legal entity remains the same.

Signed (current owner/representative):

Date:

Print (current owner/representative):

Please complete the following questions if there has been any other changes including a change to the legal entity.

New Owner/Representative:

Title

Forename:

Surname:

Contact Address

House Name/No.

Street

Town/Village

County

Postcode

Have Ofsted been informed of the change?

Yes

No

If so, has a new registration been granted?

Yes

No

New Ofsted URN

New Organisation Name:

In order to process a change to academy where the legal entity has changed, the following information is required:

Section D Change of Banking Information (including a copy of a paying in slip)

I/We declare that the above person will be engaged as the new owner/representative of the stated childcare provision.

I/We also confirm that this person has been registered as a 'fit person' under the terms of the Children Act 1989, by Ofsted.

Signed (owner/representative):

Date:

Print (owner/representative):

End of Section G



## Section H - Change of Committee Representative or Registered Person

This section is required for settings that are run by a committee or board of trustees and/or where the representative has changed. This is the person that will sign the FEEE Provider Agreement.

Current Representative/Registered Person:		
Job Title:		
Home Address	House Name/No.	
	Street	
	Town/Village	
	County	
	Postcode	

### Please give details of the new representative.

New Representative:

Title	<input type="text"/>	Forename:	<input type="text"/>	Surname:	<input type="text"/>
Job Title associated with role (e.g. chair person):		<input type="text"/>			
Contact Address	House Name/No.	<input type="text"/>			
	Street	<input type="text"/>			
	Town/Village	<input type="text"/>			
	County	<input type="text"/>			
	Postcode	<input type="text"/>			

Have Ofsted been informed of the change?  Yes  No

If so, has a new registration been granted?  Yes  No

New Ofsted URN  
(if applicable)

**I/We declare that the above person will be engaged as the new owner/representative of the stated childcare provision. I/We also confirm that this person has been registered as a 'fit person' under the terms of the Children Act 1989, by Ofsted.**

Signed (current owner/representative):	<input type="text"/>	Date:	<input type="text"/>
Print (current owner/representative):	<input type="text"/>		

End of Section H

## Section I - Manager or leader

This section requires the contact details of the person responsible for the administration of the FEEE.  
The person stated in this section will be the ELCS first point of contact when dealing with FEEE administration.

Please give details if you have a change of setting manager or leader.

Please state the name of the previous FEEE administrator/manager/leader that is being replaced:					
Title		Forename:		Surname:	
Job Title:					

Did this person have a Provider Portal account?  Yes  No  
If Yes, do you want to close this account?  Yes  No

If Yes, please provide details for your new Provider Portal user:

Name:  Associated email address:

Name of the FEEE administrator of the registered setting:

Title		Forename:		Surname:	
Job Title:					
Home Address	House Name/No.				
	Street				
	Town/Village				
	County				
	Postcode				
Main Contact Number:	<input type="text"/>				
Mobile Number:	<input type="text"/>				
Email Address:	<input type="text"/>				

Name of the manager/leader of the registered setting:

Title		Forename:		Surname:	
Job Title:					
Home Address	House Name/No.				
	Street				
	Town/Village				
	County				
	Postcode				
Main Contact Number:	<input type="text"/>				
Mobile Number:	<input type="text"/>				
Email Address:	<input type="text"/>				

**I/We declare that the above person will be engaged as the FEEE administrator/manager/leader of the stated childcare provision.**

Signed (current owner/representative):  Date:   
Print (current owner/representative):

End of Section I

**Section J - Closure/Withdrawal from the FEEE Scheme**

*This section is required for settings that have been de-registered by Ofsted, have ceased trading or no longer wish to be part of the FEEE directory of validated providers.*

**Please give the reason(s) for the withdrawal in the space below.**

I/We declare that the stated setting would like to withdraw from the directory of validated providers with effect from the date below.

Please enter date

I/We declare that the stated setting have de-registered with Ofsted or have ceased trading with effect from the date below.

Please enter date

**I/We understand that I/We are no longer eligible to receive FEEE funding. I/We will notify the ELCS of any administered funding that has not been taken up and this money will be returned within 6 weeks of the above date(s).**

Signed (current owner/representative):


Date:

Print (current owner/representative):

End of Section J

## **Submitting the Change of Circumstance Form**

Changes made within the document require a signature from the owner/representative.

If this form has been sent as a PDF file, information can be entered directly onto the PDF. However you will be required to print the form and sign to confirm any completed sections. The form can be printed by clicking the 'Print' icon below.

If you would prefer to fill the form out by hand, please use the 'Print' icon to print the form and complete the relevant sections.

Please ensure all the required information has been completed and enclose any relevant documents when returning.

Please return to the following address:

F.A.O. FEEE Administrator  
Room 100a, Early Learning and Childcare Service  
County Hall  
Glenfield  
Leicestershire  
LE3 8RA