

## New Applications and Change in Circumstances 2023

Every year, there is a significant increase in the number of applications to establish new early years services or to make changes to existing services in time for the new academic year. We recognise the challenges providers experience to have everything in place and would like to re-iterate the importance of early preparation and submission of applications to be assured of approval within your prospective timeframes.

**If approval is required for September 2023 period, please take note of the following timeframes:**

### Proposed New Service Applications



All potential early years and school age care service providers must submit **a complete application** at least 3 months before intending to commence operation of an early years or school aged care service.

Fully completed applications (which includes the submission of all required documentation) for proposed new services that are submitted before **1<sup>st</sup> June 2023**, will be approved for opening in September 2023.

**Applications submitted after this date are unlikely to be approved in time for a September opening date. All new applications for preschool settings currently require a fit for purpose inspection and time taken to complete same, should be factored into your preparations.**

## Change in Circumstance Applications



In accordance with the Regulations, a Registered Provider must submit a complete change in circumstance application at least 60 days in advance of the proposed change.

Fully completed applications (which includes the submission of all required documentation) for change in circumstances that are submitted before **1<sup>st</sup> July 2023**, and will be approved for operation in September 2023.

**Applications submitted after this date are unlikely to be approved in time for the beginning of the new academic year. Please note that some categories of change requests such as change of service type to part time or full day, and increase of numbers may require a fit for purpose inspections and should be factored into your preparations.**

### Important Information for all applications:

- To ensure a fair and transparent process for everyone, **complete applications** are dealt with in order of date of receipt. As soon as applications are submitted an automatic acknowledgement email will be sent. The registration team will then review and assess each application and liaise with you.
- Only applications with all the required documentation submitted are processed.
- If you submit an incomplete application, we will give you an additional 10 days to submit any outstanding documents. An application will be closed after this timeframe if there is still documentation outstanding and a new application will be required.
- While an application is being processed, we will communicate with you regarding key stages of the application. For example, we will advise you where information is missing, where the service has been passed to operations for a 'fit for purpose' inspection and when the application is approved or closed.

- We do not provide daily updates as this would take us away from the work of processing the applications themselves. We ask that you are patient and allow us to undertake the necessary work. Where information is submitted correctly, we will process all applications as quickly as possible.
- We will only provide updates and respond to queries from the registered provider concerning an application, we do not provide information to third parties.

Whilst we make every effort to support providers during what is understandably an anxious and stressful time, we at times experience threatening, rude and/or abusive conduct towards our staff. In these circumstances, our staff members will terminate the interaction immediately and will refer the matter to a senior colleague. Any such conduct will not be tolerated.

We will continue to work hard to support providers to complete their applications successfully. We ask that providers:

- read the information available on the website carefully,
- understand the required timescales,
- ensure that all necessary documents are submitted for each application,
- work with our staff through the relevant application process.

The Early Years Inspectorate takes no responsibility for late or incomplete applications.

