



## **Early Years Inspectorate**

### **A guide to changes regarding new applications timeframes**

#### **December 2021**

This change is applicable for all new applications for early years or school age care services.

#### **What change is coming into effect?**

As you are aware, potential early years and school age care service providers must make an application under section 58D (2) of the Child and Family Agency Act 2013 at least 3 months before intending to commence operation of an early years or school aged care service (21 days where the proposed service is a temporary pre-school).

Currently, applications which are not completed after 90 days after their first submission are closed under our Registration Policy. Applications are closed where they do not meet the requirements of the legislation. From 1<sup>st</sup> January 2022, the agency will no longer accept incomplete applications for new services.

#### **What is a complete application?**

A complete application is an application made on the Tusla Portal and is accompanied by all of the required supporting documents as set out in the Portal.

In the event that an application is incomplete the applicant will be advised of each item that is outstanding and will be afforded 10 days to complete the submission. If the documents are not received within the 10 days or remain incomplete or insufficient the application will be automatically closed.

#### **Why is this change being implemented?**

There is no advantage to applicants to make incomplete submissions. To do so will not place the application in a queue or increase the likelihood of attaining registration pending the receipt of, or securing outstanding documentation. Only completed applications are prioritised for the next stage of the registration process. It is important to clarify the expectations of applicants so that providers are not left in any doubt concerning the processing times that can be expected once an application is made. We recognise the challenges involved in the creation of a new service and the importance of informed decisions being made in respect of the opening of their service and management of advertising and communications with parents and their staff effectively.

#### **What does this mean for providers?**

Providers should only submit applications for a new service when they have all the required documentation ready for upload to Portal for assessment. If you submit an incomplete application and are not able to provide supporting documentation within 10 days, your new application will be closed, and you will need to start your application again (including payment of the fee). The most common delays we encounter to application completion for preschools is fire and planning documentation and applicants are advised to secure these documents in advance of making an application for registration. In the case of school age care applications, insufficient policy documentation usually leads to applications being closed. Please see guidance below for you assistance.

[SAC Registration Correspondence 180121date amended.pdf \(tusla.ie\)](#)



**What if an application has already been submitted?**

If a provider has already submitted an application, the assigned Registration Officer will be in touch with them to help bring their application to a timely conclusion.

All guidance to assist a provider with their new application is available on Portal and on our website [www.tusla.ie](http://www.tusla.ie). A copy of the Registration Policy can be accessed by clicking [here](#).

If any further assistance is required, the new applications team can be contacted using the following details:

	<b>Early Years Applications</b>	<b>School Aged Applications</b>
<b>Email</b>	ey.registration@tusla.ie	sac.registration@tusla.ie
<b>Phone</b>	061461715	061461718