

Early Education Notification Form

When a child misses a planned session at your setting you must follow your non-attendance and safeguarding procedures to ascertain the reason for absence and to ensure the child is safeguarded.

You must also complete this form if any of the following apply:

- A child has been absent for 4 or more weeks with explanation
- A child has left part the way through the term to attend another early years provider
- A child has permanently left your setting

You do not need to complete this form if the following applies:

- A child has left your setting at the standard transitional point to go to school (e.g. the child leaves in July to attend school in September) and there are no safeguarding concerns. However you do need to keep a record of the date that they left and the name of the school that they will be attending.

Please note, if a child leaves at this point and there are safeguarding concerns you should follow your safeguarding policy, report your concerns to CASS - 0121 303 1888 and complete this form.

Guidance for completing this form

Please fully complete all sections of this form using the child' details as recorded on the child's birth certificate or passport. Please return this form by email to

earlyeducation@birmingham.gov.uk

Information Sharing

The Council will use the information provided by you on this form to enable it to carry out specific functions, for which it is responsible. These functions include:

- Safeguarding and promoting the welfare of children, including children missing from education.
- Meeting funding requirements for early education entitlement places in Birmingham;
- Ensuring that the early years providers receive appropriate early education funding for 2, 3 or 4 year old children, including supplementary payments for children with special educational needs.
- Ensuring that the early years providers are administering the funding or free entitlement appropriately including accessing information from other government departments to confirm child eligibility.

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Information sharing declaration

Has the parent(s) read and signed to confirm that they have understood the privacy policy, including who the information can be shared with and for what purpose? (Found in Appendix 5 of the EEE Provider Agreement)

Yes or No

Section 1 – Setting Details

Name of Setting

(As per Ofsted registration certificate)

Address of Setting

Setting Email address

Setting Telephone Number

Ofsted URN

Impulse ID

Name and role of person completing this form

Section 2 – Child Details

Child's full Name

Child's Gender

Child's DOB

Child's Address

Section 3 – Reason for Notification

The child has left part the way through the term to attend another setting

The child has left your setting

The child has been absent for 4 or more weeks with explanation

Early Education Notification Form

Section 4 – Attendance Information	
Date child started at setting	
Date child last attended the setting	
Reason(s) given for absence	
If the child has left to attend another setting please provide the details of the setting	
If illness or holiday is the reason for absence what date is the child expected to return to the setting	
If the child has moved address please provide the forwarding address.	
If the child has travelled abroad have you seen return flight tickets	

Please return the completed form to: earlyeducation@birmingham.gov.uk