

## Late Starter Application Form

### 2, 3 and 4 year old funding entitlements

We are unable to facilitate the movement of free early education hours between providers within a funding term. However there are exceptional circumstances where it would be unreasonable for a child to start or continue attending a setting until the end of the funding term. Reasons may include moving in to Richmond or Kingston from another borough, quality, safety or inability to meet a child's need. Please contact the early years' team for advice before accepting a child for a funded place after headcount date.

Please ask the parent/guardian to complete this form as a supplement to the parent authorisation form and submit to AfC via the portal uploader. Funded hours should not be offered until agreed with AfC Early Years team.

Child's Forename:	Child's Surname:	Child's DOB
-------------------	------------------	-------------

### Existing provider details:

Setting Name:	Local Authority:
Date child left setting (dd/mm/yy):	

### New provider details:

Setting Name:	Local Authority:
Start date at setting (dd/mm/yy):	

### Reason for late start:

\_\_\_\_\_

If moving borough date of move: \_\_\_\_\_

### Parent Declaration:

I confirm the details above are accurate and true and I may be asked for supporting evidence.

<b>Print Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

AfC will liaise with the provider to confirm the application has been successful and the number of hours funding agreed.

Any notice period agreed with a current provider must be adhered to before funding can be paid to a new provider. Payments will be made as an adjustment to the funding in the term following the child's start date.

For any queries please contact AfC Early Years Team on [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)