



Leavers Form

Free Early Education Entitlement Notification of a child leaving a setting

Funding type <i>(Please tick one)</i>	2 year old	3 & 4 year old	
Term the child left <i>(Please tick one)</i>	Summer	Autumn	Spring

Part one: Details of setting

Setting Name			
Address			
		Postcode	
Contact telephone number			

Part two: Details of child

Name of child		Date of birth	
Home address			
		Postcode	
Date of child leaving the setting <i>(This should be the last date the child attended the setting)</i>			
Reason for child leaving the setting			

Signed Parent Declaration form attached?	Yes	No
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Notes for completion

1. You must complete parts one and two, and sign the notification
2. You must notify your children's centre if a child has left and is not accessing their Free Entitlement
3. You must notify your children's centre of your updated number of vacancies
4. You must update your number of vacancies on the Synergy FIS Provider Portal link:
<https://fis.oldham.gov.uk/FIS/DataCollection/login.aspx>
5. You must ensure a copy of the Parental Declaration form is attached
6. Both forms should be emailed to the Free Entitlement Team, alternatively it can be posted to:

The Free Entitlement Team

Preventative Services, Oldham Council
Civic Centre, Level 4, West Street
OLDHAM, OL1 1UT

Email address: freentitlement@oldham.gov.uk

Name		Position	
Signed on behalf of the setting			

Office use only – To be completed by Oldham Council staff

Exceptional circumstances? **Yes** **No** Amount _____