The University of Cambridge is a data controller as defined by the Data Protection Act 1998. The data provided on this form will be treated in strictest confidence and will only be disclosed to staff of the University and Colleges administering the scheme. The data will be used solely for the administration of childcare bursaries and for statistical purposes. If you require further information regarding the processing by the University of your personal data for this purpose please contact the Secretary of the Joint Committee on Childcare for Students, Childcare Office, 21 Trumpington Street, Cambridge CB2 1QA.
Ofsted Registration

Funds are usually only awarded to students who are paying for Ofsted-registered childcare. Ofsted, the Government's Office for Standards in Education, Children's Services and Skills, inspects and regulates childcare facilities. Many childcare providers are required to register with Ofsted. Ofsted registration is split into the Ofsted Early Years Register and the Ofsted Childcare Register, which has compulsory and voluntary parts. Childcare providers that care for children from birth to five years must follow the Early Years Foundation Stage framework and join the Early Years Register. This includes nurseries, childminders and any out-of-school clubs and playschemes that care for younger children. Childcare providers that care for children under eight but older than five must join the compulsory part of the Childcare Register.

Some providers are not required to register but can opt to join the voluntary part of the Childcare Register. This includes settings that care for children aged eight and over, providers of short-term care, or carers who work in the child's own home such as nannies. These providers are considered Ofsted-registered for the purposes of the Childcare Hardship Fund.

Ofsted also inspects state schools. Out-of-school or holiday clubs provided directly by schools do not have to be Ofsted-registered in the same way, but will be inspected by Ofsted when they carry out a full school inspection. These clubs are considered Ofsted-registered for the purposes of the Childcare Hardship Fund.

More information on Ofsted registration can be found at www.ofsted.gov.uk. Ofsted-registered childcare does not include private music lessons, leisure activities or childcare undertaken by family members. However, the Committee will take into account exceptional circumstances and if you feel your case should be considered, you should apply.

Payments

You will receive an initial confirmation of receipt before your application is assessed. The aim is to assess and respond to your application within six working weeks of receipt, although sometimes final decisions may depend on the provision of further information by applicants. If you send your form in early i.e. in July or August, awards will not be made until the start of the academic year. However, we are willing to approximate the level of award that you may be eligible for.

If you are successful, a cheque will be sent to your College Tutor or you can collect it from the Childcare Office, at an agreed upon time. Awards will be paid in a single instalment.

Appeals

If you are unhappy with the outcome of your application and believe that there has been a miscalculation or misunderstanding of the figures or information you have provided, you should initially discuss the matter with your Tutor. The administrators will seek to resolve appeal cases or other cases of disagreement through negotiation with your College and through consultation with the Chair of the Joint Committee on Childcare for Students. Appeal cases that cannot be resolved in this way will be referred to the full Committee for final adjudication.

How to Complete the Form

Please answer all questions truthfully and fully with as much detail as possible. Print clearly or tick boxes as appropriate. You must attach documentation from the Ofsted-registered childcare provider detailing the secured place or places, including the child’s name, the nursery fees, booking pattern and the start dates. Return this form to your College Tutor for checking. Your Tutor may ask to see supporting documents before signing the declaration. A supporting statement from your Tutor can make all the difference in the Committee's decision to award an award. Completed forms should be returned by your Tutor/College to: Manager, Childcare Services, Childcare Office, 21 Trumpington Street, Cambridge CB2 1QA.

Further Information

See the Childcare Office website at www.childcare.admin.cam.ac.uk for further information, useful contacts, support and childcare advice. You can also contact the University Childcare Information Adviser, the Cambridge University Students' Union or the Graduate Union.

Childcare Information Adviser
Childcare Office
21 Trumpington Street
Cambridge
Tel: 01223 332249
Email: childcare@admin.cam.ac.uk
Web: www.childcare.admin.cam.ac.uk