

Registration Process Timeline

STAGE 1

Completing and submitting your application

The forms ask a lot of questions, and you will need to submit lots of information and documents.

It may take you several hours to complete. You should submit your SC1 and SC2 forms at the same time.

Allow time to fully complete your SC1 and SC2 application forms



Those completing an SC2 will require an Enhanced with Barred List(s) DBS check and will need to upload a valid Disclosure and Barring Service (DBS) certificate with the SC2.

Allow up to 8 weeks for new DBS check

If you are applying for a new DBS check, it may take up to 8 weeks (40 days) to receive your enhanced certificate in the post, once your application has been received by the DBS.



Once Ofsted have received your SC1 and SC2 forms, they will aim to assess these within 5 working days.

Ofsted will be in touch if there are problems with your application such as missing information or documents.

Allow sufficient time to correct any issues with your application after submission

If there are problems with your application, it may take you some time to ensure that these are resolved and to resubmit the correct documents and information.

Moving to stage 2



Once Ofsted have confirmed that you have provided all the required information and documents, they will send a request for the application fee.

Once paid, your application will be considered 'complete' and will progress to stage 2 and you will be given a Unique Reference Number (URN).

Stage 2

At stage 2, Ofsted will run checks on each person who has submitted an SC2 form and take up references.



Variable timescale

The time it takes for your application to move from stage 2 to 3 depends on the time it takes to get the required information, for example from referees.

Stage 3

At stage 3, Ofsted aim to carry out a site visit and interviews within 40 working days of your application moving to this stage.



Visit within 40 working days

Ofsted will aim to tell you if they have granted or refused your application within 7 working days of the visit.