**Template 1 (Clearance letter):**

**Clearance letter** must be printed on Early Years Setting or School letterhead, signed and returned to:

Admissions

Newman University

Genners Lane

Bartley Green

Birmingham

B32 3NT

                                                                                                 **{ Date }**

Dear Admissions,

I can confirm that **{ applicant name } ( { DOB } )** is volunteering / working in **{ Early Years setting / School name }** for a minimum of 2 days or 10 hours per week and that we are happy to support them while they undertake the Early Years Foundation Degree.

I can confirm on behalf of **{ Early Years setting / school name }** that satisfactory Disclosure and Barring Service (DBS), NCTL Prohibition List and Disqualification by Association checks for **{ applicant name } ({ DOB })** have been carried out by the early years setting/school.

Checks have also been carried out to confirm that the student has the right to work in the UK.

Yours faithfully

Headteacher / Manager

**Template 2 (Confirmation letter):**

**Confirmation letter** must be printed on Early Years Setting or School letterhead, signed and returned to:

Admissions

Newman University

Genners Lane

Bartley Green

Birmingham

B32 3NT

                                                                                                 **{ Date }**

Dear Admissions,

I can confirm that **{ applicant name } ({ DOB })** is volunteering / working in **{ Early Years setting / School name }** for a minimum of 2 days or 10 hours per week and that we are happy to support them while they undertake the Early Years Foundation Degree.

Yours faithfully

Headteacher / Manager