



This guidance is for Local Authorities (HSS Trusts in Northern Ireland).

You can make your monthly return of looked after children by either using the prescribed form [CTF15/CTF15\(Child\)](#) or the guidance given here.

This guidance tells you what information we require from you on your monthly return. You will see that we have not specified how you should collate the information or produce the return. It's up to you to decide on the most appropriate method for your organisation. For example, you may choose to create your own template or spreadsheet.

What you need to do

Each month, you must tell us about the looked after children (in Scotland, looked after and accommodated) who were

- born on or after 1 September 2002, and
- came into your care for the first time during that month, or
- were included in an earlier return, but for whom there is no longer an appropriate person with parental responsibility

Where and how to send the return

Send the return by **fax** to one of these numbers:

0191 224 7006

0191 225 1853

0191 225 1895

0191 225 1910

What information you need to give us

On page 1

- prepare Parts 1 and 2, giving us the details about the Local Authority

From page 2

- prepare Part 3, listing the names of all the children included in this return

Then

- prepare Part 4, giving us information about each child

Finally

- make sure you have signed and dated the certificate in Part 2 (on page 1) to confirm that the return is correct and complete

Important

Please make sure that

- your Local Authority unique identifier is shown on every page
- you give us **all** the information we ask for in **exactly** the same order as we ask for it in this guidance.

If you do not do this we will have to send the return back to you.

The complete return must be sent to the Child Trust Fund Office

no later than the 17th day of each month.

If you are not sure what your Local Authority unique identifier is, please refer to Annex A of your guidance notes (see below).

If you need more help please refer to the Guidance for Local Authorities which is on our website at [www.hmrc.gov.uk /ctf/la-info.htm](http://www.hmrc.gov.uk/ctf/la-info.htm) or contact the Child Trust Fund Office direct on 0191 224 7073.

How to prepare page 1 of your monthly return

Page 1 must include both

- Part 1 - Local Authority details
- Part 2 - Certificate

What information we need from you	How the information should be displayed on your monthly return
Insert Heading 1	Monthly return of looked after children for period to <enter date in following format: 06/MM/YYYY>
Insert Heading 2	Part 1 Local Authority details

Give us the following details in this order:

1. Name of Local Authority (in full)	1. <enter the full name of Local Authority>
2. Address of Local Authority	2. <enter the full address>
3. Local Authority unique identifier	3. Local Authority :<enter the Local Authority unique identifier>

Give us details about the liaison officer who is responsible for the return, in this order:

4. Name of liaison officer	4. <enter liaison officer's name>
5. Telephone number	5. <enter liaison officer's telephone number>
6. Fax number	6. <enter liaison officer's fax number>
7. Email address	7. <enter liaison officer's e-mail address>

Guidance continued on the next page.

Remember that Part 1 and Part 2 must both appear on page 1.

How to prepare page 2 of your monthly return

Part 3 must start on page 2.

- In Part 3 we ask you to list all of the children included in this return. We ask for more details about each child in Part 4 of this return.
- We will use the list in Part 3 to make sure that we have received Part 4 for each child.
- Although the list does not have to be in alphabetical order, you must prepare Part 4 for each child in the same order as you list them here. This means that the first child on the list must appear on the first page of Part 4.

What information we need from you	How the information should be displayed on your monthly return
<p>Local Authority unique identifier</p> <p>Insert Heading</p> <p>Enter the number (starting with '1'), followed by the child's full name</p>	<p>Local Authority :<enter the Local Authority unique identifier></p> <p>Part 3 List of all children included in this return</p> <p>For example:</p> <ol style="list-style-type: none"> 1. <enter child's full name> 2. <enter child's full name> 3. <enter child's full name> 4. <enter child's full name> 5. <enter child's full name> 6. <enter child's full name> 7. <enter child's full name> 8. <enter child's full name> 9. <enter child's full name> <p>and so on.</p>

How to prepare Part 4 of your monthly return

You must make sure that each child's details fit on one page only.

Do not send us more than one child's details on any page.

Start with the first child that appears on your list, Part 3.

What information we need from you	How the information should be displayed on your return
Insert Heading 1	Monthly return of looked after children for period to <enter date in the following format: 06/MM/YYYY>
Local Authority unique identifier	Local Authority :<enter the Local Authority unique identifier>
This number must tally with the child's position on the list you started on page 2	Child number: <enter number>
Insert Heading 2 1. Child's surname 2. Child's first name(s) 3. Child's sex 4. Child's date of birth 5. Home Office reference number (if appropriate) 6. Date child was first looked after by this authority	Child's details 1. <enter surname> 2. <enter first names(s)> 3. <enter gender, male or female > 4. <enter date in following format: DD/MM/YYYY> 5. <enter number, between 7 and 10 digits> 6. <enter date in following format: DD/MM/YYYY>

<p>7. Has the child used a different name to the one given above?</p> <p>8. Birth parent's details (usually the mother)</p> <p>9. Has the child died during the period reported? If yes,</p> <ul style="list-style-type: none"> • enter the text given at no.9 • leave nos.10 and 11 blank. • enter personal representative details at no. 12. <p>10. Does an appropriate person have parental responsibility? If yes,</p> <ul style="list-style-type: none"> • indicate this at no.10 • leave no.11 blank • enter the name and address of the appropriate person at no.12 <p>11. If no,</p> <ul style="list-style-type: none"> • indicate this at no.10 • at no.11, tell us which of the 6 conditions apply. • at no.12, enter the full correspondence address for the child <p>Note: If you are not sure what the term 'parental responsibility' means or which condition(s) might apply, see page 2, CTF15</p>	<p>7. <if yes, enter full details including surname and first name ></p> <p>8. <enter MR,MRS,MIS,MS or other title and enter the birth parents' details including full name and full address, including post code ></p> <p>9. <if yes, enter Date of death <date in following format: DD/MM/YYYY>> <if yes, enter the personal representative's full name and full address, including post code></p> <p>10. <if yes, enter X in yes box></p> <p>10a. < if yes, enter full name and full address, including post code></p> <p>11. <if no, enter X in no box></p> <p>11a. < if no enter X against the Condition that applies></p> <p>11b. < if no, enter full correspondence address for child, including post code></p>
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Guidance continues on the next page.

How to prepare Part 4 of your monthly return (continued)

What information we need from you	How the information should be displayed on your return
<p>12. Contact details</p> <p>If you think HMRC should not write to this person, enter in 12.</p>	<p>12. <enter MR,MRS,MIS,MS or other title and enter the contact details including full name and full address, including post code ></p> <p>12a. <enter X here></p>
<p>13. Enter any additional information about the child (for example, the child's unique reference number).</p>	<p>13. <enter additional information></p>

Remember that Part 4 must appear on one page.