Declaration of eligibility for an additional year of funded kindergarten

# This form is to be completed by the child’s early childhood teacher after the Term Three learning and development plan, additional year discussion and statement have been completed.

About an additional year of funded kindergarten

The *Term Three plan for learning and development* summarises the child’s strengths, identifies their interests and indicates how they can be supported to continue their learning journey. The teachers’ assessment and evaluation of the child’s learning and development against the five Victorian Early Years Learning and Development Outcomes at the end of Term Three will inform the decision to declare a child eligible for an additional year of funded kindergarten. [*The Kindergarten Funding Guide*](https://www.vic.gov.au/kindergarten-funding-guide) can provide further information.

In most cases it is appropriate for a child to transition to Four-Year-Old kindergarten/Pre-Prep after three-year-old kindergarten or to school after their four-year-old kindergarten/Pre-Prep year.

As Pre-Prep rolls out across Victoria, the potential difference in hours a child receives in a Three-Year-Old program vs Four-Year-Old / Pre-Prep program could be substantial. Teachers must factor in the total amount of kindergarten and Pre-Prep program hours a child would receive when considering whether a child would achieve better outcomes by accessing a second year of Three-Year-Old kindergarten as opposed to transitioning to a Four-Year-Old / Pre-Prep program.

For example teachers must consider a child who accesses a second year of Three-Year-Old kindergarten will receive up to 2,400 hours; whereas a child who accesses a second year of Pre-Prep could receive up to 3,000 hours.

Where an early childhood teacher assesses a child as eligible and an additional year is recommended, an *Additional Year Statement* must be completed to detail how any anticipated barriers to the child will be addressed in the additional year of kindergarten.

Note that schools are responsible for ensuring all children have access to a quality education that meets their diverse needs.

## The purpose of this declaration is to:

* advise the Department of Education (the Department) that a child is eligible for an additional year of funded kindergarten or Pre-Prep
* support an application for *Exemption from School* if the child is turning six years of age during the kindergarten year
* provide parents/carers with written confirmation that their child is eligible to attend a funded kindergarten program in the following year.

How to submit this declaration

This form can be used by kindergarten or Pre-Prep teachers to capture the information that is required to be entered in the Arrival system before 30 November.

A hard copy form is only needs to be submitted when a declaration is being made after the 30 November as a result of exceptional circumstances. For example, when a revised assessment of child's learning is undertaken in the first weeks of the new program and determined the child's learning would be better supported if they accessed a second year.

If submitting a hard copy of the form after the 30 November, please complete this declaration and return it to your local *Early Childhood Implementation Branch*. Provide a copy of the declaration to the child’s parent/carer and retain a copy of the following forms on the child’s file:

* *Declaration of Eligibility*
* *Term Three plan for learning and development*
* *Additional Year Discussion*
* *Additional Year Statement.*

Should you have any questions about this declaration, please contact your local *Early Childhood Implementation Branch.*

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Statement of purpose of collection

Privacy statement

*The Department is committed to protecting the privacy, confidentiality and security of personal information. The Department, and all service providers funded by the Department, are required to comply with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).*

*Personal information collected as part of this form and application for eligibility for an additional year of funded kindergarten, will be used by the Department of Education to assess a child’s eligibility. This declaration of eligibility will be considered as part of that assessment. For more information about how the Department handles personal information, please refer to the Department’s* [*Privacy Policy*](https://www.vic.gov.au/department-of-education-privacy-policy) *or contact the Department’s Privacy Team on* *privacy@education.vic.gov.au*

Purpose for collecting this information

*The Department collects information from funded kindergarten service providers for the following purposes:*

* *enabling the Department to ensure your service provider is eligible to receive funding*
* *determining the level of funding your service provider should receive*
* *ensuring your service provider is complying with its Service Agreement with the Department*
* *meet its reporting requirements to other levels of government for planning purposes.*

*Further information regarding the rationale for the collection of information from service providers can be found in the following documents:*

* *Your Service Agreement with the Department*
* *The Kindergarten Funding Guide available on the Department’s website*
* *The National Partnership Agreement on Early Childhood Education and its associated documentation*

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| Please indicate if this form is for an additional funded year of 3- or 4-year-old kindergarten / Pre-Prep.  | [ ] 3-year-old-kindergarten [ ] 4-year-old kindergarten / Pre-prep  |
| Child Details |
| Child’s name:  |
| Date of Birth: \_/\_/20\_ (dd/mm/yyyy) |
| NOTE: If the child will turn six years of age while enrolled in a funded kindergarten program the *Exemption to School* form must be completed and submitted to the relevant Regional office by 1 Nov of the previous year (the year before they turn six) |
| Service Contact Person |
| Please provide details of the person who should be contacted about information provided in this declaration |
| Title:  | Given Name: | Family Name: |
| Position: |
| Email address: |
| Telephone no. (business hours): | Mobile no:  |

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| Service Details |
| What is the name of the early childhood education and care service where the child is currently accessing their funded kindergarten program? |
| Service ID: SE  | Service Name: |
| Street Address: |
| Suburb: | Postcode:  |

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| **Assessment Summary** |
| The child named in this declaration has been assessed as being eligible for an additional year of funded kindergarten. Another year of kindergarten at the current level is deemed the most appropriate learning program and environment for this child. That is the child will achieve better learning outcomes by attending an additional year of kindergarten at this level than if they transition to Four-Year-Old Kindergarten, Pre-prep or enrol in school.The teacher’s assessment of the child has identified delays in at least two key VEYLDF learning and development outcomes, as determined from the *Term Three plan for learning and development*.Please select the areas the child has been assessed as developmentally delayed:  |
| **Wellbeing Identity Community** |
| **Communication Learning** |
| Other factors, please describe or add attachment (this can include the child’s Learning Reports from the Early Years Assessment and Learning Tool): |
| **Assessment process** |
| Did the teacher use the Early Years Assessment and Learning Tool to assess the child’s learning? | Yes No |
| If the teacher did not use the Early Years Assessment and Learning Tooly, please briefly outline below the process that was undertaken to assess the child and make the determination. |
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| Please explain below why you believe the child will benefit from an additional year of funded kindergarten. |
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| **Teacher certification** |
| I, , (name of teacher) certify that:* The information in this declaration is true and correct.
* I have assessed the child listed in this declaration as developmentally delayed in at least two key areas of learning and development.
* The child listed in this declaration will benefit more from a second year of funded kindergarten than transitioning to the four-year-old program/Pre-Prep or school and this is in the child’s best interests.
* It is my professional opinion that an additional year of funded kindergarten would strengthen the child/s learning and better facilitate transition in the following year.
* The child’s parents/guardians have been involved in the assessment process and understand their child is eligible for an additional year of funded kindergarten.
* The child’s parents/guardians have been involved in the discussions with the service and understand the impacts of their child not continuing to the next learning environment
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| **Signed:** | **Date: \_\_/\_\_/\_\_\_\_** |