Additional Year Discussion

This form is to be completed by the child’s early childhood teacher after the term three plan for learning and development form has been completed.

An evaluation of the *Term three plan for learning and development*, along with the answers in this *Additional Year Discussion* form, should inform the decision about whether the child should attend an additional year of funded kindergarten or transition to their next learning environment; that is continue to either to Four-Year-Old Kindergarten/Pre-Prep, or to school. Please allow 1 hour to complete this form.

The early childhood teacher should discuss the questions below with the child’s parents/carers and ensure that the eligibility criteria for an additional year of funded kindergarten is clearly explained and understood.

If the early childhood teacher and the child’s parents/carers agree that an additional year of funded kindergarten will better support the learning and development outcomes for the child, the early childhood teacher should submit *a Declaration of Eligibility for an additional year of funded kindergarten* in the Arrival enrolment system by 30 November.

***It is recommended that early childhood professionals or specialists ~~to~~ supporting the child are involved in the discussion (e.g. Preschool Field Officer, allied health professional, LOOKOUT Early Childhood Learning Advisor) before declaring the child eligible for an additional year of funded kindergarten.***

***It is also recommended that before a decision is made parents/carers visit the Four-Year-Old Kindergarten/Pre-Prep program or school where they intend to enrol the child, to discuss the supports available~~.~~ for their child.***

This form should be retained on the child’s file and be available for audit by officers of the Department of Education (the department). You will be required to provide evidence of all the information listed in the plan in an audit.

## 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).*

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| Child information |
| Child’s given name:  |       |
| Child’s family name:  |       |
| Child’s date of birth:  |    /    /      | [ ]  Male | [ ]  Female | [ ]  Other |

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| Service information |
| Name of early childhood education and care service:  |       |
| Name of child’s teacher:  |       |
| Date of the Additional Year Discussion:  |    /    /      | Attendees:       |

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| Has the child undertaken a Maternal and Child Health 3½-year-old health and developmental assessment including vision screening, or a 4-year-old health screen? |
| [ ]  Yes  | [ ]  No |
| If yes, please describe the results regarding the child’s learning and development:       |
| Has an early childhood professional or specialist **(*e.g. Preschool Field Officer, allied health professional, LOOKOUT Early Childhood Learning Advisor)*** been involved in supporting this child’s learning and development? Have they provided the early childhood teacher with information about the supports they are providing or have recommended for the child’s learning and development? Has this changed during Term Three and what is proposed for Term Four? |
| [ ]  Yes  | [ ]  No |
| If yes, please briefly describe the specialist’s role and their advice regarding the child’s learning and development and their transition to the four-year-old kindergarten program or school:      |

The following questions are important for establishing if the parents/carers have considered sending the child to Four-Year-Old Kindergarten/Pre-Prep or school next year, and are aware of the resources the program has available to support this child.

If no contact has been made regarding the child’s transition it is recommended that the parents/carers make contact before proceeding further with the discussion.

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| Have the parents/carers had any particular concerns about the child’s learning and development?  |
| [ ]  Yes  | [ ]  No |
| If yes, please provide details about specific areas of concern:      |
| Have the parents/carers made contact with the Four-Year-Old Kindergarten/Pre-Prep or school the child is likely to attend, and have they had a discussion about enrolling the child next year? (If not, it is recommended this is undertaken before a *Declaration of Eligibility* is submitted) |
| [ ]  Yes  | [ ]  No |
| If yes, please provide details of the feedback received from the kindergarten or school:     If no, please indicate why and when contact will be made:       |

Please provide details of the prospective Four-Year-Old Kindergarten program/Pre-Prep or school that the child will attend if eligibility for an additional year is not confirmed.

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| Name of service/ school: |       |
| Suburb: |       |

The following questions will help parents/carers to consider the implications of delaying their child’s entry to school (e.g. they may be separated from their friendship group, their age compared to that of their peers in Four-Year-Old Kindergarten/Pre-Prep and school will be different, etc)

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| What will the child’s age be next year? *i.e. in the year they would attend an additional year of funded kindergarten.* | Child’s age:       |
| Has it been discussed that this decision will affect the age they complete their schooling? | [ ] Yes [ ]  No |
| If the child will turn six while enrolled and attending a funded kindergarten program, are the parents/carers aware that an application for school exemption is required by 1 November of the year they turn 5?  | [ ]  Yes [ ]  No |
| Please comment:      |
| Has the child developed a friendship group at kindergarten? |
| [ ]  Yes  | [ ]  No |
| Please comment:      |
| Will any of the children from the friendship group be attending the kindergarten program or school this child may attend next year? |
| [ ]  Yes  | [ ]  No |
| If not, are there other formal or informal supports such as family, friends or neighbours attending the kindergarten or school this child may attend?      |

The following questions ask the early childhood teacher to detail the benefits of attending an additional year of funded kindergarten for this child, including outcomes consistent with the VEYLDF.

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| Please detail why an additional year of funded Three- or Four-Year-Old Kindergarten/Pre-Prep is currently being considered as the best option for the child next year:      |

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| Please detail what evidence there is to suggest that the child will benefit more from an additional year of funded kindergarten at the current program level rather than from transitioning to Four-Year-Old Kindergarten/ Pre-Prep or beginning school:       |

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| If the child is being considered for an additional year of Three-Year-Old Kindergarten (instead of progressing through to Four-Year-Old Kindergarten/Pre-Prep and possibly accessing that program type as their additional funded year), there will likely be a difference in total kindergarten program hours the child will receive before school. This could be substantial. Please detail what evidence there is to suggest that the child will benefit more from an additional year at the current program level rather than having more hours in Four-Year-Old Kindergarten/Pre-Prep. *Do not complete this section if the child is being considered for an additional year of Four-Year-Old Kindergarten or Pre-Prep.*      |

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| Please list the support/s that will be provided by the kindergarten/Pre-Prep service and how this will differ from what could be provided if the child continues to the next learning environment (i.e. does not access an additional funded year of kindergarten or Pre-Prep):      |