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| **VICGOV_EDUCATION_LOGO_GOV_BLUE[1]** |
| Declaration of eligibility for a second year of funded kindergarten |

***This form is to be completed by the child’s early childhood teacher***

**About a second year of funded kindergarten**

The *Term three plan for learning and development* summarises the childs strengths, identifies their interests and indicates how they can be supported to continue on their learning journey. The teacher’s assessment and evaluation of the child’s learning and development against the key goals and outcomes at the end of term three will inform the decision to declare a child eligible for a second year of funded kindergarten.[*The Kindergarten Funding Guide*](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx) can provide further information.

In most cases it is appropriate for a child to transition to school after their kindergarten year. Schools are responsible for ensuring all students have access to a quality education that meets their diverse needs and are obligated under the Disability Discrimination Act 1992 to make adjustments to accommodate students with a disability.

Where an early childhood teachers assesses a child is eligible and second year is recommended, it is expected that the *Second Year Statement*, is completed to detail how anticipated barriers to the child achieving good outcomes in school will be addressed in the additional year in kindergarten.

**The purpose of this declaration is to:**

* advise the Department that a child is eligible for a second year of funded kindergarten
* support an application for *Exemption from School* if the child is turning six years of age during the kindergarten year
* provide parents/guardians 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 early childhood teachers to capture the information that is required to be entered in the Kindergarten Information Management (KIM) system before 30 November. This hard copy form is only to be submitted when a declaration is being made after the 30 November **OR** when applying retrospectively, that is; the child is already attending their second year of funded kindergarten.

If submitting a hard copy of the form after the 30 November, please complete this declaration and return to your local Regional Early Childhood Implementation Branch. Retain a copy of the declaration along with the Term three plan for learning and development and Second Year Discussion on the child’s file and provide a copy of the declaration to the child’s parent/guardian.

Should you have any questions about this declaration, please contact your local *Department regional office*.

**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).*

***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*
* *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 collection documentation*

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| 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 first year of a funded Four-Year-Old Kindergarten program? |
| Service ID: SE       Service name:       |
| Street address:       |
| Suburb:       | Postcode:      |

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| Child Details |
| Child’s name |       |
| Date of Birth: | **/  /20** *(dd/mm/yyyy)* |
| NOTE: If the child is turning six years of age during their second year of kindergarten the *Exemption to School* form must be completed and submitted to the Regional office by 1 Nov of the previous year (the year before they turn six). |

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| Assessment Summary |
| The child named in this declaration has been assessed as being eligible for a second year of funded kindergarten. Another year at kindergarten is deemed the most appropriate learning program and environment for this child. That is; the child will achieve better outcomes by attending a second year of kindergarten than enrolling in school.The teacher’s assessment of the child has identified delays in at least **two** key 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:       |
| Assessment process |
| Please briefly outline below the process that was undertaken to assess the child and make the determination that they would benefit more from a second year of kindergarten than attending in school. |
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| Please explain below why you believe the child will benefit more from a second year of kindergarten than attending school. |
|       |
| 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 enrolling in school and it is in the child’s best interests.**
* **It is my professional opinion that a second year of funded kindergarten would strengthen the development of skills of this child and better facilitate transition to school in the following year.**
* **the child’s parents/guardians have been involved in the assessment process and understand their child is eligible for a second year of funded kindergarten.**
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| **Signed:** | **Date:   /  /** |