Exemption from school enrolment due to attendance in a funded kindergarten program

## This application form is to be used for all Victorian children who will turn compulsory school age (6) while enrolled and attending a funded kindergarten program in order to receive an exemption from attending school in accordance with Ministerial Order 713. This form is to be completed by the parent/carer after discussion with your child’s early childhood teacher.

Under the Education and Training Reform Act 2006 (ETRA) schooling is compulsory for students aged 6 to 17 years.

Children who will turn six (compulsory school age) while enrolled in a funded kindergarten program must be approved by the Department of Education (the department) to:

* access a second funded year of kindergarten or Pre-Prep, and
* be exempt from enrolling in school.

If the child will turn six while attending kindergarten, an exemption from school must be completed by 1 November the year prior to them turning six.

Exemption can be cancelled should the parent/carer later decide to enrol their child in school prior to turning six.

Please note that if your child will turn six in December after the end of Term 4 of their Four-Year-Old kindergarten year, a school exemption is not required.

**Please forward this completed form to the relevant Department regional office to request an exemption from school for your child.**

**Regional office information can be found at** [www.vic.gov.au/office-locations-department-education](http://www.vic.gov.au/office-locations-department-education) or speak to your child’s kindergarten for guidance.

Privacy statement

*The Department is committed to protecting the privacy of personal information. Personal information is handled in accordance with the Privacy and Data Protection Act 2014 (Vic), Health Records Act 2001 (Vic) and the Public Records Act 1973 (Vic), The department is collecting personal, sensitive and health information to assess children’s eligibility for exemption from school enrolment due to attendance in a funded kindergarten program. This may include information about the child’s health or sensitive information, such as Aboriginal and Torres Strait Islander status. From time to time, we may ask that you provide supporting evidence from Allied Health Professionals. The department may also collect information from the kindergarten about the child’s learning and development that is submitted in support of this application.*

*If you do not provide up-to-date and relevant information and supporting documents, the department may not be able to assess eligibility for an exemption. If you have any queries about this application or wish to correct any information provided as part of this application, you may contact your child’s kindergarten.*

*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*](mailto:privacy@education.vic.gov.au)

**Exemption to Ministerial Order No.713**

The following child seeks exemption from school enrolment for the year: 20\_ \_

| Family Details | | | |
| --- | --- | --- | --- |
| Child’s name: | *Given name/s* | | *Family name* |
| Parent/Legal Guardian name: | *Given name/s* | | *Family name* |
| Parent/Carer address: |  | | Daytime contact number: |
| Email: |
| Child’s address: |  | | |
| Child’s date of birth: …. / ….. / ….. | |  | |

|  |
| --- |
| Children turning six while enrolled in a funded kindergarten program |
| *Complete the following for children turning six while enrolled and attending a funded kindergarten or Pre-Prep program* |
| Name and location of the kindergarten or Pre-Prep service your child will be attending the year they are turning six: |
| **An exemption from school is requested because (please select all relevant reasons):**  The child will be enrolled in a funded kindergarten program  The child was eligible for and attended an additional year of funded Three- or Four-Year-Old Kindergarten  The family has moved from interstate or overseas where the school entry age criterion is different to that applied in Victoria  The child’s early education has been delayed due to chronic illness, disability or developmental delay  The child is from a refugee/asylum seeker background and has suffered trauma and would benefit significantly from this year of kindergarten before enrolling in school  The child has not been able to access kindergarten previously due to transient family circumstances  ☐ Other special consideration (*please provide details below*): |

|  |
| --- |
| Do you have a copy of the *Declaration of Eligibility* *for an additional year of kindergarten* (completed by the child’s kindergarten teacher)? If so, please include it when you submit this form.  Yes  No |
| The parent/carer is required to obtain written confirmation from a relevant professional (e.g. kindergarten teacher, medical practitioner, or an allied health professional) verifying the reason for exemption and why it is in the child’s best interest to attend kindergarten rather than commence at school.  A copy of this written evidence and any other written advice that supports the child’s exemption from school must be attached to this form. |
| **School information** |
| Name and location of the school the child is expected to attend: |
| Have you spoken to the school about enrolling your child? ☐ Yes ☐ No  If ‘yes’, please summarise the school’s views. If ‘no’ please summarise why this discussion hasn’t taken place. |

| Signature | |
| --- | --- |
| Name of parent/carer: | Date submitted: …. / ….. / ….. |
| Signature of parent/carer: | |
| Do you give permission for the Department to discuss this application with the child’s kindergarten teacher, the professional(s) verifying the exemption, and the school?  ☐ Yes ☐ No | |

| Department Office Use Only | | |
| --- | --- | --- |
| *Declaration of Eligibility* for an additional year of funded kindergarten has been completed on the Arrival system | | Yes  No  N/A |
| Written confirmation from a relevant professional is attached | | Yes  No  N/A |
| After consideration of the circumstances, kindergarten per capita and Free Kinder funding and the school enrolment exemption request has been:  Approved  Not Approved  for …………………………………………. for the year of ……………………………………  (insert child’s name) (insert school year) | | |
| If applicable – any additional comments: | | |
| Name: | | |
| Regional Director (specify region): | | |
| Telephone Number: | | |
| Signature: | Date of Approval[[1]](#footnote-2): …… / …… / …… | |

1. Exemption must be granted by 1 November in the year prior to the child turning six years of age [↑](#footnote-ref-2)