Information Sheet and Checklist for completing the Declaration of Eligibility for an Additional Year of Funded Kindergarten or Pre-Prep

This checklist supports kindergarten and Pre-Prep teachers to complete the Declaration of Eligibility form

Confirmation of eligibility of a child to access an additional year of funded kindergarten or Pre-Prep.

Before completing the Declaration of Eligibility for an additional year of funded kindergarten or Pre-Prep, teachers should:

* refer to [additional year of kindergarten](https://www.education.vic.gov.au/childhood/providers/funding/Pages/kindersecondyear.aspx) and the Kindergarten Funding Guide for further information about the eligibility criteria for an additional year of funded kindergarten/. The Kindergarten Funding Guide can be accessed via the Department of Education and Training (the Department) website: [Kindergarten Funding Guide](http://www.education.vic.gov.au/childhood/providers/fundihttp%3A/www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspxng/Pages/kinderfundingcriteria.aspx)
* have completed and retained on the child’s file a Term Three plan for learning and development and Additional Year Discussion.

The Declaration of Eligibility for an additional year of funded kindergarten or Pre-Prep must be submitted through the Arrival system, the Department’s on-line kindergarten funding and reporting system, by 30 November in the year prior to the child’s additional year of funded kindergarten or Pre-Prep.

After completing and submitting the Declaration of Eligibility for an additional year of funded kindergarten or Pre-Prep, ensure the child is re-enrolled in accordance with local requirements.

## Checklist

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| ***Please ensure the following is undertaken when submitting the Declaration of Eligibility for an additional year of funded kindergarten*** |
| [ ] A *Term Three plan for learning and development* has been completed, implemented and evaluated by the child’s kindergarten or Pre-Prep teacher in collaboration with the parent/guardian, and retained with the child’s enrolment records  |
| [ ] The questions in the *Additional Year Discussion* have been completed with the parent/guardian and retained with the child’s enrolment records  |
| [ ] The *Declaration of Eligibility for an additional* *year of funded kindergarten or Pre-Prep* has been completed by the child’s kindergarten or Pre-Prep teacher in collaboration with the parent/guardian and submitted through the Arrival system  |
| [ ] A copy of the completed *Declaration of Eligibility for an additional year of funded kindergarten or Pre-Prep* has been provided to the parent/guardian  |
| [ ] All documentation relating to the assessment and *Declaration of Eligibility for an additional year of funded kindergarten or Pre-Prep* has been retained on the child’s enrolment records and must be available on request by Department staff for auditing purposes  |
| [ ] The child has been re-enrolled in accordance with local requirements  |
| [ ] The parent/guardian has been advised that if their child turns six while attending kindergarten or Pre-Prep, they must get an exemption from school by 1 November the year prior.  |
| [ ]  *Additional Year Statement* has/will be developed  |