# MINIMUM AGE EXEMPTION –

# EARLY ENTRY TO SCHOOL APPLICATION

Children are eligible to attend school if they are **5 years of age on 30 April** in the year they start school. If a parent/carer seeks to enrol their child in a Victorian government school at a younger age, a minimum age exemption is required. Exemptions are the exception rather than the norm, and must be approved by the Regional Director in the Department of Education and Training (the Department).

To apply for a minimum age exemption for early entry to school:

The parent/carer should first contact the school principal of the proposed school of attendance, to discuss their intent to apply for early entry to school.

1. **Section 1** must be completed by a parent/carer with all supporting evidence attached.
2. **Section 2** must becompleted by the principal of the school which the parent/carer wishes their child to attend and together with all required supporting documents, forwarded to the Regional Director.
3. **Section 3** must be completed and signed by the Regional Director.

Parents/carers should inform the school if they require assistance, including an interpreter, to support them to understand the exemption process.

## Eligibility for early entry

To be eligible for an exemption, a child **must** meet **both** of the following criteria:

1. the child possesses suitable academic ability; **and**
2. it is in the child’s best interests to be enrolled at or attend a government school.

**Applications that do not meet the requirements for both criteria will not be eligible for approval.**

## Assessment of eligibility criteria

*Suitable academic ability*

The Department’s preferred evidence of suitable academic ability is:

* a report from a psychologist confirming that the child has been assessed as  ≥ 130 Full Scale IQ (2 standard deviations or more above the mean), preferably using the Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition, Australian and New Zealand (WPPS-IV A&NZ), including the 10 sub-tests required to calculate the Full Scale score and Primary Index Scales, conducted after the child has attained the age of 4 years; or
* where a child is transferring from a school in another state or country after more than one term of enrolment and attendance, evidence from that school confirming that the child has suitable academic ability to attend school.

Where a child does not fall into one of the above categories, the Department may also consider other evidence of suitable academic ability that:

* is provided by an authoritative independent source(s) – for example, a child psychologist registered with the Psychology Board of Australia, with experience in educational and developmental psychology; and
* clearly demonstrates that the child has suitable academic ability to attend school.

It is the responsibility of the parent/carer to obtain all relevant cognitive assessment/s and/or other reports and evidence to support their child’s application.

Applications based solely on parental observations will not be accepted.

*Best interests*

Early entry to school is generally not considered to be in the best interests of a child unless the child is:

* at least 4 years 6 months of age on or before 30 April in the year of school commencement; and
* considered at risk of long-term educational disadvantage by a childcare, kindergarten, allied health or other relevant professional if they do not commence at school.

## Section 1 – Parent/Carer to complete

CHILD information

|  |  |
| --- | --- |
| **Full name** |  |
| **Home address** |  |
| **Date of birth** (DD/MM/YYYY) |  |
| **Gender** | ☐ Male ☐ Female Please specify\_\_\_\_\_\_\_ |
| **ATSI status** (optional) | ☐ Aboriginal ☐ Torres Strait Islander |
| **Year and term of intended enrolment**  **e.g. Term 1, 2019** |  |

Please **attach** proof of your child’s date of birth. Acceptable proof of birth includes one of the following:

* Birth certificate
* Passport
* ImmiCard
* A letter from a doctor attesting to your child’s age.

Parent/Carer Contact Details

|  |  |
| --- | --- |
| **Parent/Carer 1** | |
| **Full name** |  |
| **Home address** |  |
| **Phone number** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Parent/Carer 2** (where applicable) | |
| **Full name** |  |
| **Home address** |  |
| **Phone number** |  |
| **Email** |  |

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| --- | --- | --- |
| ASSESSment of eligibility | | |
| **Has your child been assessed as having a Full Scale Intelligence Quotient (FSIQ) of at least 130 through a cognitive assessment conducted after your child turned 4 years of age?** | | Yes ☐ No ☐ |
| ***If an FSIQ assessment is not appropriate for your child and the school you wish your child to attend:***  **Do you have documented evidence from an authoritative independent source that your child has suitable academic ability to attend school**?  For example, a comprehensive assessment performed by a child psychologist, registered with the Psychology Board of Australia, with experience in educational and development psychology, addressing areas including cognition, fine motor skills, language, numeracy, etc. Where relevant, this assessment should be supported by other clinical observations and assessments.  **Please attach copies of all supporting evidence.** It is the responsibility of the parent/carer to obtain all relevant assessment/s and/or other reports and evidence. | | Yes ☐ No ☐ |
| **Is your child transferring from a school in another jurisdiction, i.e. either interstate or international, after more than one term of enrolment and attendance?**  **If yes, please provide evidence of your child’s suitable academic ability from their previous school (e.g. school reports, letter from principal). Please also provide the following details of your child’s previous school:** | | Yes ☐ No ☐ |
| **School name** | | |
| **School address** | | |
| **Date of initial enrolment** | | |
| **Principal** | | |
| **Phone number** | | |
| **How is early entry to school in the best interests of your child?**  Please detail how your child is academically, socially and emotionally ready to attend school, and explain why your child would be at risk of long-term educational disadvantage if the application for early entry were not approved.  Please attach supporting documentation such as a report or letter from a childcare, kindergarten, allied health or other relevant professional that supports this application and includes observations of your child’s academic, literacy, numeracy, social, emotional and developmental needs.  *School requires the skills and maturity to deal with others, to focus and not be easily distracted, to learn and tolerate other children, to follow instructions and directions from the teacher, and to work independently at times.*  *Readiness for school is crucial to setting a child up to maximise their opportunities to learn and reach their potential. Students who are not ready may struggle with peers, communication, and tuning in to teacher directions and tasks of learning.* |  | |

Attachments to be provided by Parent/Carer

|  |  |
| --- | --- |
| **Evidence of your child’s date of birth**  A copy of one of the following: your child’s birth certificate, passport, ImmiCard or a letter from a doctor attesting to your child’s age. | Yes ☐ No ☐ |
| **Evidence that your child possesses suitable academic ability** |  |
| Copy of a cognitive assessment for your child detailing a ≥ 130 Full Scale IQ (2 standard deviations or more above the mean).  Or other documentary evidence from an authoritative independent source demonstrating suitable academic ability. | Yes ☐ No ☐  Yes ☐ No ☐ |
| Or if application is based on transfer for interstate or overseas:   * Proof of previous enrolment and attendance at another school, such as attendance records and/or recent school reports. | Yes ☐ No ☐ |
| * Proof that the academic program at the other school was equivalent to the Foundation (Prep) program offered by Victorian schools, e.g. school report. | Yes ☐ No ☐ |
| **Evidence that early entry to school is in the best interest of your child** |  |
| Supporting documentation such as a report or letter from a childcare, kindergarten, allied health or other relevant professional that includes:  observations of your child’s academic, literacy, numeracy development;  observations of your child’s social and emotional development; and   * an assessment that your child will be at risk of long-term academic disadvantage if the application for early entry is not approved. | Yes ☐ No ☐ |

**Parent/Carer declaration**

*I declare that the information that I have included in this form is true and correct and that all relevant supporting documentation is attached.*

|  |  |
| --- | --- |
| Parent/Carer 1 | |
| **Signature** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Parent/Carer 2 (where applicable) | |
| **Signature** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |

By submitting this form, you consent to the information contained within the form being shared with relevant Department of Education and Training employees for the purpose of considering your child’s application. The information collected will not be disclosed beyond the Department of Education and Training without your consent unless such disclosure is authorised or required by law. Information will be treated in accordance with the Victorian privacy law and the Department’s Schools’ Privacy Policy. For further information, see [Schools’ Privacy Policy](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

## Section 2 – Principal checklist, endorsement and declaration

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| --- | --- |
| **Checklist** | |
| Is evidence of the child’s date of birth attached? | Yes ☐ No ☐ |
| **Satisfactory evidence that the child possesses suitable academic ability** |  |
| Is a copy of a cognitive assessment report detailing a ≥ 130 Full Scale IQ (2 standard deviations or more above the mean) attached? | Yes ☐ No ☐ |
| Is evidence of transfer from an interstate or overseas school, with evidence of the student’s suitable academic ability whilst at school in the other jurisdiction, attached? | Yes ☐ No ☐ |
| Is other authoritative independent evidence of suitable academic ability attached? | Yes ☐ No ☐ |
| **Satisfactory evidence that early entry to school is in the best interests of the child** |  |
| Are there grounds for believing that the child will be at a long-term educational disadvantage if the application for early entry to school is not approved? | Yes ☐ No ☐ |
| Is supporting documentation from a childcare, kindergarten, allied health or other relevant professional attached? | Yes ☐ No ☐ |
| Have you considered the possible impact of the decision on the child’s human rights, in accordance with the *Charter of Human Rights and Responsibilities Act 2006*? | Yes ☐ No ☐ |

*Note for principals: If more information is required to make an assessment against the early age entry requirements, new Information Sharing Schemes have expanded permissions for authorised organisations to share information with each other, including between Victorian government and non-government schools, kindergartens and long day care services, to promote the wellbeing or safety of children or to assess or manage family violence risk. See:* [*https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy*](https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy)

**Principal endorsement**

|  |
| --- |
| ☐ Endorsed  ☐ Not Endorsed |
| **Please provide reasons for your answer:** |

**Principal declaration**

*I declare that the information that I have provided in this form is true and correct and that all relevant supporting documentation is attached.*

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |
| **School name** |  |
| **Phone number** |  |

## Section 3 – Regional Director’s decision

|  |  |
| --- | --- |
| ☐ Approved  ☐ Not Approved | |
| **Regional Director comments:** | |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date** | Click or tap to enter a date. |