

## Outer East Area Transition to School Timeline 2021-2022

***Recommended timeline to support children transition from kindergarten to Foundation (Prep) in a government primary school, and Specialist Schools, recognising that some children may require a more comprehensive transition plan to meet their individual needs.***

Activities	Recommended Time/Date
Primary schools and specialist schools conduct tours and other activities.	From Term 1
Transition to School Information Pack 2021 – <i>Guidance for parents and carers with children in kindergarten</i> , are distributed by kindergartens.	Week 6, Term 1 2021
Primary schools and specialist schools conduct Open Nights, Education Week celebrations and Information Sessions for prospective families seeking Foundation (Prep) enrolment for their school-age child in 2022, referring parents/carers to <a href="http://www.findmyschool.vic.gov.au">www.findmyschool.vic.gov.au</a> to locate their designated neighbourhood school.	From 3 May 2021
Families tour primary school and specialist schools and source information. Families submit an enrolment application for a Foundation (Prep) placement in the 2022 school year.	By 25 June 2021
Commence transition planning for vulnerable children with diverse learning needs, including children in out of home care, families who identify from Aboriginal and Torres Strait Islander backgrounds, and children with a disability or additional learning needs — including convening a Program Support Group and developing a transition plan which may include additional visits to the primary school. Exploration of whether the child meets the criteria for Program for Students with a Disability (PSD) and submit application if criteria is met.	12 July 2021
Primary schools provide written acceptance of enrolment in Foundation (Prep) for all children as per the Priority Order of Placement under the Department's <a href="http://education.vic.gov.au">Enrolment: Placement Policy   education.vic.gov.au</a>	By 23 July 2021
Specialist schools notify families of the outcome of their enrolment application.	From 2 August 2021
Parent enrolment information sessions for families of all enrolled children. Including information about what to expect during transition sessions in preparation for first day of school.	From 9 August 2021
Early childhood educators commence processes to complete Transition Learning and Development Statements (TLDSs), including engaging families and children.	From 1 September 2021
Declaration of eligibility for second year of kindergarten completed.	By Friday 17 September 2021
Transition sessions for enrolled children only. It is recommended that the number of transition sessions be limited to (4) to minimise impact on kindergarten programs, including Orientation Day.	During Term 4, 2021

<p>Preferred dates for transition sessions are listed below:</p> <ul style="list-style-type: none"> <li>• week beginning 18 October</li> <li>• week beginning 1 November</li> <li>• week beginning 15 November</li> <li>• Tuesday 7 December – State-wide Orientation Day</li> </ul> <p>Primary schools may also provide more visits or transition activities for children with additional needs.</p>	<p>During Term 4, 2021</p>
<p>Foundation teachers review information in TLDS, and use it to inform resource and curriculum planning, and to plan for a warm and welcoming environment at the start of the 2021 primary school year.</p> <p>Where appropriate, Foundation teachers arrange to meet with families and/or early childhood educator to discuss TLDS and identify additional transition resources and activities that may be required. These may include visits to the kindergarten, reciprocal visits, engagement of specialists and assessments. Review and commence transition support for children who need extra assistance to meet their individual needs. Develop an Individual Education Plan for vulnerable children.</p>	<p>From 1 November 2021, and completed by 7 December 2021</p>
<p>State-wide Transition day (students placed in 2021 classes based on TLDSs, observations from transition activities and other information).</p>	<p>Tuesday 7 December 2021</p>
<p>Primary schools manage late enrolments and adjust timelines and information as relevant</p> <p><b>Note:</b> Children of compulsory school age are guaranteed the right to enrol in their local government primary school, regardless of when their enrolment application is submitted.</p>	<p>Ongoing</p>
<p>Foundation teachers use TLDSs as a conversation starter with new children and families</p>	<p>Start of 2022 school year</p>
<p>Additional on-entry Foundation (Prep) assessments of learning commence</p>	<p>Start of 2022 school year</p>
<p>Consolidate transition support for children who need extra assistance to succeed at school:</p> <ul style="list-style-type: none"> <li>• Professionals' meeting to coordinate health, wellbeing and education support for students with complex needs;</li> <li>• Student Support Group meeting for children with diverse learning needs, including children in out of home care, families who identify from Aboriginal and Torres Strait Islander backgrounds, and children with a disability or additional learning needs;</li> <li>• Implement Individual Education Plans for children with disabilities; families who identify from Aboriginal and Torres Strait Islander backgrounds; and students in out of home care, and other vulnerable children;</li> <li>• Access DET <a href="#">student wellbeing interventions and supports</a> to help address student needs.</li> </ul>	<p>Start of 2022 school year</p>
<p>Encourage parents to complete the Child Entrant Health Questionnaire to identify health and wellbeing concerns and provide school nurses with a tool to assess the health and wellbeing of each Foundation child.</p>	<p>Throughout the year</p>

**Note:** This Transition Timeline is based on minimum key activities identified in the Transition: Positive Start to School Resource Kit, page 73 Section 5. This transition timeline also includes information from the Policy Advisory Library (formally School Policy Advisory Guide)