

# LOOKOUT Transition Support Guidance – Early Childhood to Primary School

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**This resource supports carers, education providers and statutory authorities to provide best-practice, wrap-around school transition supports for children living in out-of-home care.**

It provides an overview of the roles and responsibilities for all parties as well as a timeline for completing these responsibilities.

It should be used in addition to other resources available to each responsible party and to ensure appropriate and timely collaboration occurs.

This resource should also ensure each party is aware of and can support the roles and responsibilities of the other.

## Roles and responsibilities

**Carers** take responsibility for seeking best practice supports to assist young people in their care. They are encouraged to advocate for the young people by working with education providers and associated authorities to meet their responsibilities with due care and focus.

**Early childhood providers** and **schools** have a responsibility to share and collaboratively formulate education planning and provision in the context of, and with a focus on, seeking all available and relevant information to ensure that planning meets the individual needs of the young child being supported.

**Statutory authorities** have a responsibility to support and enable the activities of carers and educational providers to be undertaken in a timely and effective manner.

## Transition Guidance and Timeline – role specific

<b>Parent / Carer</b>	page 2
<b>Case Manager</b>	page 3
<b>Case Manager and Carer</b>	page 4
<b>Kindergarten or Early Childhood Education and Care</b>	pages 5 – 6
<b>Primary School</b>	page 7
<b>LOOKOUT</b>	page 8

Transition Guidance and Timeline					
Role	Kindergarten				School
	Term 1	Term 2	Term 3	Term 4	Term 1
<b>Carer / Parent</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Refer to <a href="#">Early Childhood Agreement for Children in Out-of-Home Care</a> to become familiar with responsibilities of stakeholders.</li> <li><input type="checkbox"/> Support case manager to begin steps on <a href="#">How to choose a school and enrol.</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify kindergarten of school enrolment, once known.</li> <li><input type="checkbox"/> Assist the teacher to develop a <a href="#">Term 3 plan for learning and development</a>, if a developmental delay has been identified.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Refer to <a href="#">Starting primary school guide.</a></li> <li><input type="checkbox"/> Support child to attend all transition activities scheduled by the kindergarten and school.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contribute to the <a href="#">Transition Learning and Development Statement</a> (TLDS) and return to the kindergarten.</li> <li><input type="checkbox"/> Support child to attend all transition activities scheduled by the kindergarten and school.</li> <li><input type="checkbox"/> Attend Prep information sessions conducted by the school.</li> <li><input type="checkbox"/> Complete book list order, organise uniform and device requirements</li> <li><input type="checkbox"/> Utilise <a href="#">State Schools' Relief</a> funding for uniform needs, if required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support punctual and regular school attendance.</li> <li><input type="checkbox"/> Support participation in Prep assessment sessions.</li> <li><input type="checkbox"/> Refer to <a href="#">Out-of-Home Care Education Commitment: A Partnering Agreement</a> to become familiar with stakeholder responsibilities.</li> <li><input type="checkbox"/> Submit <a href="#">Camps, Sports and Excursions Fund</a> application form to school before the last day of Term 2.</li> </ul>

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<p><b>Case Manager</b></p> <ul style="list-style-type: none"> <li>• Department of Family, Fairness and Housing</li> <li>• Aboriginal Children in Aboriginal Care</li> <li>• Community Service Organisation</li> <li>• Aboriginal Community Controlled Organisation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin steps in Early Childhood Agreement for Children in Out-of-Home Care Appendix 6 – Roles and Responsibilities, for case manager responsibilities.</li> <li><input type="checkbox"/> Inform LOOKOUT Early Childhood Learning Advisor (ECLA) at your local <a href="#">LOOKOUT Centre</a> where the child is attending kindergarten.</li> <li><input type="checkbox"/> Request an educational consultation with ECLA if age eligible child is not attending kindergarten.</li> <li><input type="checkbox"/> Advise carers ECLA may contact kindergarten regarding transition planning and support.</li> <li><input type="checkbox"/> Attend <a href="#">Program Support Group</a> (PSG) meeting at kindergarten to create goals for the child's <a href="#">Individual Learning Plan</a> (ILP) – invite ECLA and other key professionals where applicable.</li> <li><input type="checkbox"/> Facilitate and monitor <a href="#">NDIS Early Childhood Early Intervention</a> referral, if required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete enrolment process with <a href="#">Designated Neighbourhood School</a> (DNS) or non-government school and provide required enrolment documentation including a copy of: <ul style="list-style-type: none"> <li>• court order</li> <li>• birth certificate</li> <li>• immunisation certificate.</li> </ul> </li> <li><input type="checkbox"/> Support child's engagement with transition activities in school and complete enrolment process.</li> <li><input type="checkbox"/> Notify ECLA of school enrolment.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inform school who has the legal guardianship to sign documents and provide consent.</li> <li><input type="checkbox"/> Communicate trauma-informed transition goals from the kindergarten ILP to the school as required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work in partnership with the child, carer, and teacher to include relevant information in TLDS.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin steps in Out-of-Home Care Education Commitment: A Partnering Agreement Appendix 2 – case manager responsibilities checklist.</li> <li><input type="checkbox"/> Inform school of family contact schedule and any changes in circumstance for the child, for example legal guardianship and consent.</li> </ul>

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<b>Case Manager and Carer</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Access <a href="#">Find My School</a> to locate the students DNS. Student has guaranteed right to enrol in their DNS. Students can enrol at a different school, however, the <a href="#">priority order of placement</a> will determine whether the application is accepted.</li> <li><input type="checkbox"/> Support <a href="#">Kindergarten Inclusion Support</a> and/or Commonwealth <a href="#">Inclusion Support Program</a> (ISP) by providing evidence to the kindergarten, if required.</li> <li><input type="checkbox"/> Organise and attend any therapeutic and allied health appointments.</li> <li><input type="checkbox"/> Organise a Cultural Plan for Koorie children if not already started.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend PSG meeting.</li> <li><input type="checkbox"/> Review ILP with PSG. Consider extending or developing further goals, or a possible second year of kindergarten.</li> <li><input type="checkbox"/> Commence transition planning.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend PSG meeting.</li> <li><input type="checkbox"/> Participate in the application process for <a href="#">Program for Students with a Disability</a> (PSD) if applicable, and provide relevant documentation.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Transition <a href="#">Student Support Group</a> (SSG) meeting at school.</li> <li><input type="checkbox"/> Support the child to attend transition program and any additional orientation sessions.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure child has all school requirements: books, stationery, uniform, and device.</li> <li><input type="checkbox"/> Attend SSG meeting and support development and implementation of ILP.</li> <li><input type="checkbox"/> Complete the <a href="#">School Entrant Health Questionnaire</a> from DET School Nursing team, ensuring appropriate legal consent.</li> </ul>

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<b>Kindergarten or Early Childhood Education and Care</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Engage previous teacher/educator to identify enablers and barriers to access and inclusion.</li> <li><input type="checkbox"/> Begin steps in <a href="#">Early Childhood Agreement for Children in Out-of-Home Care</a> Appendix 6 – Roles and Responsibilities, for kindergarten/Early Childhood Education and Care (ECEC) service responsibilities.</li> <li><input type="checkbox"/> Inform case manager/carer of fees, funding, and subsidies to support participation.</li> <li><input type="checkbox"/> Record details about child's support needs and out-of-home care status in <a href="#">Kindergarten Information Management System</a> (KIM).</li> <li><input type="checkbox"/> Schedule a Program Support Group (PSG) meeting. Invite DET <a href="#">Koorie Engagement Support Officer</a> (KESO) if child is Aboriginal or Torres Strait Islander, and</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule a Program Support Group (PSG) meeting:               <ul style="list-style-type: none"> <li>• review ILP</li> <li>• discuss suitability of second year of kindergarten, if applicable.</li> </ul> </li> <li><input type="checkbox"/> Consult with PSFO (if required), and if there are still concerns, request an educational consultation with ECLA.</li> <li><input type="checkbox"/> Develop a <a href="#">Term 3 plan for learning and development</a> with the child's carer if a developmental delay has been identified.</li> <li><input type="checkbox"/> Early Ables assessment where relevant.</li> <li><input type="checkbox"/> Plan an enhanced trauma informed transition program with the school, as required.</li> <li><input type="checkbox"/> Request an educational consultation with ECLA if</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin steps in <a href="#">Transition: A Positive Start to School</a> out-of-home care section.</li> <li><input type="checkbox"/> Schedule a PSG meeting to review ILP.</li> <li><input type="checkbox"/> Commence transition to school planning.</li> <li><input type="checkbox"/> Plan an early trauma informed transition program, if required.</li> <li><input type="checkbox"/> Complete Term 3 plan for learning and development, if a <a href="#">second year of kindergarten</a> may be required.</li> <li><input type="checkbox"/> Request an educational consultation with ECLA if developmental delays are identified.</li> <li><input type="checkbox"/> Inform ECLA of child in out-of-home care transitioning to school and discuss supports in place.</li> <li><input type="checkbox"/> Develop <a href="#">Transition Learning and Development Statement</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prompt the school to conduct a Transition <a href="#">Student Support Group</a> meeting.</li> <li><input type="checkbox"/> Plan for and support attendance at school transition program and <a href="#">reciprocal visits</a>. Promote student attendance to carers/case manager.</li> <li><input type="checkbox"/> Complete TLDS and provide copies to carer, case manager and primary school.</li> <li><input type="checkbox"/> Finalise transfer information with school including details about student support needs and <a href="#">Program for Students with Disabilities</a> eligibility.</li> <li><input type="checkbox"/> Complete Second Year Declaration and Exemption from School forms, if a <a href="#">second year of kindergarten</a> is required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide further information to the school if required.</li> </ul>

	<p><u>LOOKOUT</u> Early Childhood Learning Advisor (ECLA), if required.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaboratively develop a trauma informed <u>Individual Learning Plan</u> (ILP).</li> <li><input type="checkbox"/> Apply for <u>Kindergarten Inclusion Support</u> and/or Commonwealth <u>Inclusion Support Program</u>, if child is eligible.</li> <li><input type="checkbox"/> Organise referral to <u>preschool field officer</u> (PSFO) and <u>Koorie preschool assistant</u> (KPSA), if required.</li> <li><input type="checkbox"/> Inform carers/case manager of <u>Find My School</u> to identify Designated Neighbourhood School.</li> </ul>	<p>developmental delays are identified.</p>	<p>(TLDS) in partnership with child, carer and relevant professionals.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Promote student attendance at school transition program to carers/case manager.</li> </ul>		
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Primary School			<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin steps in <a href="#">Transition: A Positive Start to School</a> out-of-home care section.</li> <li><input type="checkbox"/> Plan and monitor an early transition program for the student if complex needs are identified and additional support is required. Consider completing a <a href="#">Program for Students with Disabilities</a> (PSD) application.</li> <li><input type="checkbox"/> Identify staff professional learning needs and contact <a href="#">LOOKOUT Centre</a> for information as required.</li> <li><input type="checkbox"/> Ensure transition co-ordinator has access to all reports provided by carer/case manager/kindergarten once enrolment is confirmed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct a Transition <a href="#">Student Support Group</a> (SSG) meeting and schedule SSG meeting for Term 1. Invite <a href="#">Koorie Engagement Support Officer</a> (KESO) if child is Aboriginal or Torres Strait Islander.</li> <li><input type="checkbox"/> Complete PSD application as required:               <ul style="list-style-type: none"> <li>• Request copies of diagnostic reports from carer/case manager</li> <li>• Refer child to Student Support Services (SSS), with carer/case manager (legal guardian) consent.</li> </ul> </li> <li><input type="checkbox"/> Ensure transition co-ordinator has access to all reports provided by carer/case manager/kindergarten including <a href="#">Transition Learning and Development Statement</a> (TLDS).</li> <li><input type="checkbox"/> Plan for and support attendance at transition program or <a href="#">reciprocal visits</a>.</li> <li><input type="checkbox"/> Provide carers with textbook list, uniform, and device requirements (if needed).</li> <li><input type="checkbox"/> Provide carers/case manager with information on financial supports available through <a href="#">Camps, Sports and Excursions Fund</a> and <a href="#">State Schools' Relief</a> (uniform).</li> <li><input type="checkbox"/> Ensure details about student support needs and statutory/court-ordered out-of-home care status recorded on CASES21 (Living Arrangement A).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin steps in <a href="#">Out-of-Home Care Education Commitment: A Partnering Agreement</a> Appendix 1 – School Responsibilities Checklist:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule and chair termly SSG meeting</li> <li><input type="checkbox"/> Review and develop an <a href="#">Individual Education Plan</a></li> <li><input type="checkbox"/> Allocate a <a href="#">Learning Mentor</a>,</li> <li><input type="checkbox"/> Referral to SSS for an <a href="#">Educational Needs Analysis</a></li> </ul> </li> <li><input type="checkbox"/> Ensure the CASES21 file lists the child as in statutory/court-ordered out-of-home care (Living Arrangement A)</li> <li><input type="checkbox"/> Ensure classroom teacher has access to all reports provided by carer/case manager/kindergarten including TLDS</li> <li><input type="checkbox"/> Link the child's TLDS to their Insight Assessment Profile as a record of their learning</li> <li><input type="checkbox"/> Distribute student support information to relevant school staff (teachers, Education Support staff and student wellbeing)</li> <li><input type="checkbox"/> Ensure <a href="#">Camps, Sports and Excursions Fund</a> form submitted before the last day of Term 2</li> </ul>

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LOOKOUT	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify children subject to statutory out-of-home care orders who are eligible to attend school the following year.</li> <li><input type="checkbox"/> Promote enrolment and regular kindergarten attendance to all stakeholders.</li> <li><input type="checkbox"/> Participate in <a href="#">Program Support Group</a> (PSG) meetings, if required.</li> <li><input type="checkbox"/> Ensure child protection and kindergarten staff are aware of their roles and responsibilities under <a href="#">Early Childhood Agreement for Children in Out-of-Home Care</a>.</li> <li><input type="checkbox"/> Promote development and regular review of <a href="#">Individual Learning Plan</a> (ILP).</li> <li><input type="checkbox"/> Provide advice to all stakeholders on funding subsidies to support inclusion. Ensure child is accessing all available commonwealth and state government funding.</li> <li><input type="checkbox"/> Provide trauma-informed practice and behavioural guidance resources to kindergarten, as required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inform carers/case managers of <a href="#">Find My School</a> to identify <a href="#">Designated Neighbourhood School</a>.</li> <li><input type="checkbox"/> Participate in PSG meetings if required.</li> <li><input type="checkbox"/> Promote review of ILP.</li> <li><input type="checkbox"/> Monitor attendance at kindergarten.</li> <li><input type="checkbox"/> Alert child protection that <a href="#">Early Childhood Learning Advisor</a> will be contacting kindergarten for transition consultations and providing transition resources.</li> <li><input type="checkbox"/> Initiate transition consultations with kindergarten.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in PSG meetings, if required.</li> <li><input type="checkbox"/> Promote review of ILP.</li> <li><input type="checkbox"/> Monitor attendance at kindergarten.</li> <li><input type="checkbox"/> Contact kindergarten and case managers to ensure supports are in place for the child to transition.</li> <li><input type="checkbox"/> Contact Learning Advisor to ensure supports are in place for every child to transition.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Transition <a href="#">Student Support Group</a> (SSG) meeting, if required.</li> <li><input type="checkbox"/> Check kindergarten has shared <a href="#">Transition Learning and Development Statement</a> with school and case manager.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Learning Advisor</a> to monitor eligible children are enrolled in Prep and CASES21 file lists the child as in statutory/court-ordered out-of-home care (Living Arrangement A).</li> <li><input type="checkbox"/> Monitor student attendance and <a href="#">Out-of-Home Care Education Commitment: A Partnering Agreement</a> requirements, including <a href="#">Individual Education Plan</a>, <a href="#">Learning Mentor</a>, <a href="#">Educational Needs Analysis</a>, notifying Designated Teacher of child and regular SSGs.</li> </ul>