

APPLICATION FOR YEAR 7 PLACEMENT

Section 1: School Details

Student's Primary School Name	
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Section 2: Student Details

Given Names		Date of Birth	
Family Name		Gender	
Permanent Residential Address			
Mailing address (if different to above)			
Suburb		Postcode	
VSN		PSD ID (if applicable)	
Fee Paying International Student ?	YES / NO	International Student ID	

Section 3: Parent/Carer Details

Contact 1		Contact 2	
Title		Title	
Given Name		Given Name	
Family Name		Family Name	
Phone Number		Phone Number	
Email Address		Email Address	

Section 4: Government School Placement Preferences

Complete Section 4 if you are seeking a place in a government school. You should check with the desired school if they have capacity to accept students from outside the designated neighbourhood boundary if they are not the student's designated neighbourhood school for Year 7. If you wish your child to be enrolled at the same government school as an older brother or sister, a sibling claim can be made where: 1) the sibling resides at the same permanent residential address; 2) the sibling is currently enrolled at the school; and 3) the sibling will be also enrolled at the school in 2018.

Government School Name	Sibling Claim		Office Use Only
	Sibling Name	2018 Year Level	Date of Distribution
Student's Designated Neighbourhood School for Year 7			
1:			
2:			
3:			

Section 5: Non-Government School Placement

Complete Section 5 if you have confirmed a place in a non-government school. If you are in doubt about the status of the non-government school place, you are encouraged to also complete Section 4. If you have already applied for, or believe you will be applying for, a placement in a non-government school for 2018, please indicate the name of the school below.

Non-Government School Name	Confirmed Place
	YES / NO

Section 6: Signature of Parents/Carers

Privacy Notice Summary: To assist primary schools with the placement of Year 6 students in a government school for Year 7 in 2018, they will seek information about you and your child. If you have any concerns about the privacy of the information, please call your child's primary school principal. The full Privacy Notice is attached to this form.

- I have read this form and the attached Privacy Notice and understand why information is being collected and how it will be used. I agree to the disclosure of my child's information for the purpose of Year 7 placement.
- I have attached the most recent copies of court orders and/or parenting plans including all Family Law Court Orders.
- I certify that all of the above information is correct.

Contact 1 Signature		Contact 2 Signature	
Date		Date	

PRIVACY NOTICE

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian government schools.
2. The primary school may pre-populate sections of the attached *Application for Year 7 Placement* form (**the Application**) from information already held in its records.
3. The **Application** asks for personal information such as your child's given name, family name, date of birth, gender and permanent residential address which are necessary to ensure that:
 - a. you are provided with as much choice as possible;
 - b. that all children who require a place in a Victorian government school for Year 7 are provided with one; and
 - c. the transition process is as smooth as possible for your child.
4. If you wish your child to attend a government secondary school currently being attended by an older brother or sister who lives at the same permanent residential address, and who will still be attending the said school in 2018, please identify the school's name, sibling's name, and future year level of the sibling in the **Application**.
5. In order to assist the primary school to properly manage the Year 7 placement process, please ensure that all information provided to the school through the **Application** and other means, is accurate and current, including:
 - a. Contact phone numbers;
 - b. Permanent residential address;
 - c. Emergency contact details; and
 - d. Copies of court orders and/or parenting plans including all Family Law Court Orders.
6. Once a Year 7 placement offer has been made by a government secondary school, personal and health information about your child will be sent to that school electronically through the Department's administrative system, CASES21. CASES21 is the software component of the Computerised Administrative System Environment in Schools (CASES) which is the package provided to Victorian government schools to support school administration, finance and central reporting.
7. When a Victorian government school student has been accepted at another Victorian government school, the school may request additional information about your child's educational abilities and interests and skills. The primary school may also provide to the secondary school personal and health information about each student in non-electronic formats.
8. Transferring personal and health information to a student's next Victorian government school is in the best interests of students because it assists that next school to provide optimal education and support to each student.
9. Personal and health information about students will only be shared with school staff who need to know that information to educate or support the student, to fulfil legal requirements or where permitted by law.
10. If you require further information concerning the transfer of your child's information, please contact your child's primary school.