

Year 6 to Year 7 Transition: Statewide Placement Timeline and Procedures 2017–2018

Date	Activity	Primary School	Secondary School	Parent
Start Term 1 2017	Year 6 to Year 7 Transition Statewide Placement Timeline and Procedures for 2017 are distributed to all government schools to assist with their planning.			
Tue 21 Feb 2017	Reminder sent to all schools about the Year 6 to Year 7 Transition Statewide Placement Timeline and Procedures for 2017.			
By 27 Mar	Regional office distributes Year 6 to Year 7 Transition memo and Parent and School Transition Packs to all government schools.			
Week 1, Term 2 - Tue 18 April onwards	<p>Information related to transition for Year 6 to Year 7 including the regional Parent Transition Packs uploaded to the DET website.</p> <p>Primary schools distribute a Transition Pack to all parents/carers of Year 6 students with:</p> <ul style="list-style-type: none"> • Letter to Parents/Carers (from Regional Director) • Frequently Asked Questions (Parents/Carers) • List of schools in Region with Year 7 • Application for Year 7 Placement • Privacy Notice <p><i>Please note: Secondary schools should not distribute copies of the Application for Year 7 Placement form</i></p>			
Fri 12 May	Parents/Carers return Application for Year 7 Placement forms to primary schools by this date. Primary Schools are responsible for checking that the form is complete and that the parent's/carer's choice is clear.			
Tue 30 May	<p>Primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date, with Summary of Placement Requests form, and photocopy of each Application for Year 7 Placement form (<i>as all original documentation should be retained by the primary school</i>).</p> <p><i>Please note: Schools must not communicate with parents/carers regarding the status of placement requests until Wednesday 9 August (primary schools) or Thursday 10 August (secondary schools). Secondary Schools must not make offers to any student for specific programs prior to Thursday 10 August.</i></p>			
Wed 31 May	Secondary schools confirm receipt of all initial placement requests made by the primary school by this date.			
Wed 21 Jun	<p>Secondary schools advise primary schools of any unsuccessful initial placement requests by this date.</p> <p>Where initial placement requests were unsuccessful, primary schools submit all subsequent preference requests to each relevant secondary school until the student is placed.</p>			
Fri 28 Jul	Secondary schools notify primary schools of the names of all students who have been accepted into Year 7, and where applicable the rationale for placement, as per the Summary of Placement Confirmation form available in the schools' Transition Pack			
Wed 9 Aug	Primary schools notify parents/carers of Year 6 students, in writing, with placement offers. This notification should include a rationale for any non-placement if applicable.			
Thurs 10 Aug	<p>Parents/Carers may commence lodging non-placement appeals with secondary schools.</p> <p>Secondary schools may from this day distribute enrolment, orientation, and any other transition, information to parents/carers of future Year 7 students.</p>			
Fri 18 Aug	Closing date for parents/carers to lodge a non-placement appeal with secondary schools.			
Fri 1 Sep	Secondary schools notify all parents/carers who have lodged a non-placement appeal with an outcome by this date.			
Fri 8 Sep	Closing date for parents/carers to lodge a non-placement appeal with the Regional Director where they are unsuccessful with their appeal to the secondary school.			
Tue 12 Dec	Secondary schools host an Orientation Day for Year 6 students.			
Ongoing	<p>Secondary schools should accommodate parents/carers who change their mind and/or permanent residential address.</p> <ul style="list-style-type: none"> • Changes may be made up until the last day of Term 4 and there may be both new placement applications and other changes over the Christmas/New Year holidays, including new arrivals from within Victoria, interstate or overseas, and from non-government schools. • In a situation where a parent/carer changes from the allocated secondary school, the newly selected secondary school is required to notify the originally allocated secondary school and primary school (where relevant) in order for records to be adjusted. 			

Year 6 to Year 7 Transitions: Frequently Asked Questions (Schools)

Does a government school have to enrol all students for whom they are the designated neighbourhood school?

Yes. Students are entitled to a place if their permanent residence lies within the designated neighbourhood boundary, or zone, of a school.

How does the department determine the designated neighbourhood boundary for government schools?

The designated neighbourhood boundary for a government secondary school for each Year 6 student is based on the student's permanent residential address in Year 6.

The *designated neighbourhood school* is generally the secondary school within closest proximity to the student's permanent residential address, unless the Department of Education and Training (DET) Regional Director needs to restrict new enrolments at a school due to pressure on enrolment capacity, and therefore has designated a neighbourhood zone for the school.

In metropolitan areas, Ballarat, Bendigo or Geelong, the nearest school is measured in a straight line from the student's permanent residence. In any other areas of Victoria, the nearest school is measured by the shortest practicable route from the student's permanent residence. For schools with multiple campuses, it is the campus within closest proximity.

Where a secondary school has an enrolment management strategy in place that has been approved by the DET Regional Director, primary schools should check that students live within the school's boundary or zone before identifying the school as the student's *designated neighbourhood school*. Primary schools seeking advice about neighbourhood boundaries are advised to contact the Provision and Planning team in their regional office.

Does the enrolment boundary of a government school ever change?

A school's enrolment boundary will change if government school provision in the surrounding area changes (e.g. a school opens or closes) or if a zone is established at that school or a neighbouring school. Wherever possible, a school is expected to ensure that it can provide places for all local students who live within its boundary and for whom it is the nearest government school.

If a school informs the DET Region that it is under enrolment capacity pressure, then the Region will

undertake an assessment of the enrolment capacity of the school. A school's enrolment capacity assessment determines its needs, the alternative solutions that may need to be considered, and the consequential actions required.

In some circumstances, the DET Regional Director may approve establishment of a zone. Where this occurs there will also be consequential changes to the boundaries of neighbouring schools to ensure that all residential areas have been designated to a government school.

Can a Year 6 student living out of the government designated neighbourhood boundary or zone attend the school if they have a sibling already attending the school?

Possibly, providing the school has capacity and applies the 'priority order of placement' to determine each placement outcome. To make a sibling claim to a secondary school, the prospective Year 7 student must have a brother or sister already enrolled in that school, who will continue to be a student at the preferred school in 2018.

Is there a different process for international students in a primary school seeking placement for Year 7?

The placement process for an international student currently enrolled in a primary school is the same as the process for domestic students and is subject to the DET enrolment policy. For more information, please refer to the International Student Services Unit.

Do students have to enrol in the government secondary school closest to their home?

No, not necessarily. Families may request to send their child to a different secondary school, if there are places available. However, enrolment restrictions may affect whether these choices can be supported.

Who is responsible for advising parents/carers of transportation information?

Each secondary school is expected to provide transportation information on their school's website. Information should also be provided at School Information sessions.

Who should be the first point of contact for parental enquiries about the Year 6 to Year 7 transition process?

The Year 6 Coordinator, or principal, at each primary school can help parents/carers of Year 6 students with

any questions they may have about the transition process. This includes distributing the Year 7 transition paperwork.

What happens if a parent/carer does not return the transition paperwork?

The student will be allocated to their designated neighbourhood school.

What happens if a student does not receive a place in their preferred school, or schools?

The student will be allocated to their designated neighbourhood school.

What happens if a parent/carer changes their mind once a placement has been accepted?

Primary schools and secondary schools must facilitate the new request and communicate any changes to each other.

What is the process for a parent/carer lodging an appeal against an enrolment allocation decision?

Any appeal by parents/carers against a government secondary school's decision not to provide a Year 7 placement must be lodged with the preferred secondary school by Friday 18 August 2017 where it will be considered by the principal. Parents/carers must be notified of the outcome of this appeal by Friday 1 September 2017. Any further appeal should be lodged in writing, outlining the grounds for appeal, to the DET Regional Director by Friday 8 September 2017. Appeals are considered based on the priority order of placement.

What happens if a parent/carer wishes to lodge an appeal after Friday 8 September?

This date is set to ensure all Grade 6 students have the opportunity to participate in the Year 7 Orientation Day in December. Any appeals after this date may not be able to be completed by the Orientation day and may also impact on the allocation of classes and resources in readiness for Day 1 Term 1.

When is the state-wide Orientation Day for 2017?

All secondary schools with Year 7 enrolments must hold an Orientation Day on **Tuesday 12 December 2017**.

What are the new requirements regarding the transfer of student data?

During Year 6 to Year 7 transition it is important that primary schools provide a standard minimum set of data to the destination secondary school for all transitioning students. This will ensure secondary schools offer the best possible support for a successful transition, while meeting duty of care obligations. Enhancements to CASES21 have been made allowing additional information about students' wellbeing and health to be transferred as well as students' previous AusVELS achievement data. From July 2017 all schools are required to transfer student information using CASES21. For more information, see:

<http://www.education.vic.gov.au/school/principals/transitions/Pages/data.aspx>

Who are the regional contacts regarding the Year 6 to Year 7 transition process?

Please contact your Senior Transition Officer with your enquiries:

North Eastern Victoria Region:

Metro: Helen Reeves

reeves.helen.g@edumail.vic.gov.au

Non metro: Jenny Drysdale

drysdale.jennifer.m@edumail.vic.gov.au

North Western Victoria Region:

Metro: Danny Hobson

hobson.danny.m@edumail.vic.gov.au

Non metro: Teresa Keogh

keogh.teresa.a@edumail.vic.gov.au

Southern Eastern Victoria Region:

Metro: Emma Swift swift.emma.l@edumail.vic.gov.au

Terry Paxino paxino.theresa.m@edumail.vic.gov.au

Non metro: Margaret Bransgrove

bransgrove.margaret.m1@edumail.vic.gov.au

South Western Victoria Region:

Metro: Karina Howard

howard.karina.k@edumail.vic.gov.au

Central Highlands/Western District: Rashmita Samrai

samrai.rashmita.r@edumail.vic.gov.au

Barwon: Meredith Shears

shears.meredith.j@edumail.vic.gov.au

Year 6 to Year 7 Transitions: Summary of Placement Requests

This form is to be completed by primary schools for each secondary school.

Primary School Name		Secondary School Name	
Contact Name		Contact Name	
Contact Phone Number		Contact Phone Number	

The following Year 6 students are requesting a place at your secondary school for Year 7 in 2018:

#	Student Name	Gender M / F	Sibling Claim Sibling Name/2018 Year Level	Designated Neighbourhood School Y / N
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Primary schools must forward this form to secondary schools by **Tuesday 30 May 2017**.

Primary schools must also attach photocopies of the completed Application for Year 7 Placement forms. All original forms must be kept by the primary school.

Year 6 to Year 7 Transitions: Summary of Placement Confirmation

This form is to be completed by secondary schools for each primary school.

Secondary School Name		Primary School Name	
Contact Name		Contact Name	
Contact Phone Number		Contact Phone Number	

The following Year 6 students from your primary school have been accepted into Year 7 for 2018.

** Please ensure you specify the grounds for placement as per the [Priority Order of Placement](#) as outlined in the School Policy and Advisory Guide.

#	Student Name	Gender M / F	**Rationale for Priority Placement if NOT Designated Neighbourhood School (Proximity, Sibling, Curriculum or Compassionate)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Secondary schools must forward this form to primary schools by **Friday 28 July 2017** and lodge a *copy* at the Regional Office by emailing:

NEVR pathways.transitions.nev@edumail.vic.gov.au

NWVR nwvr@edumail.vic.gov.au

SEVR pathways.transitions.sev@edumail.vic.gov.au

SWVR swvr@edumail.vic.gov.au

Guide to operational definitions and enrolment strategy and priority order of placement

Operational definitions

- A **neighbourhood boundary** shows the relationship between government schools and defines the geographic area / neighbourhood served by each school.
- The **designated neighbourhood school** is the government school that is nearest the student's permanent residence, unless the Regional Director:
 - needs to restrict new enrolments at a school due to pressure on enrolment capacity; and therefore
 - has designated a neighbourhood zone for the school.

This table defines the measure of the nearest school (not withstanding if a neighbourhood zone has been put in place):

If the student resides in:	Then the nearest government school is measured by:
The metropolitan area, Ballarat, Bendigo or Geelong	A straight line from the student's permanent residence
Any other area	The shortest practicable route

- **Designated neighbourhood zone** is the geographic area served by a government school after the Regional Director has approved a change to the enrolment boundary due to pressure on enrolment capacity.
Notes:
 - Each campus of a multi-campus government school has its own designated neighbourhood boundary.
 - Students must attend the nearest government school to be entitled to free school contract bus travel or a conveyance allowance, where eligible.

Enrolment strategy and priority order of placement

The enrolment strategy will reflect the *Priority order of placement* clause in the *Placement Policy* of the School Policy & Advisory Guide:

“Where there is insufficient accommodation at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.
6. In exceptional circumstances, compassionate grounds.”

DRAFT LETTER FOR USE BY PRIMARY SCHOOLS TO NOTIFY PARENTS/CARERS OF SECONDARY SCHOOL PLACEMENT

Personalised parent/carer name/s

Address Line 1

Address Line 2

Suburb VIC Postcode

Dear Personalised parent/carer name/s

RE: Secondary School Placement for 2018

Your child, STUDENT FULL NAME, has been offered a place at NAME OF SECONDARY SCHOOL to commence Year 7 in 2018.

To accept this placement offer you will need to follow the enrolment procedures set down in the information that NAME OF SECONDARY SCHOOL will provide you with shortly. If you have not received any information from NAME OF SECONDARY SCHOOL by 16 August 2017, please contact the school directly to arrange enrolment of your child for 2018.

INCLUDE OR DELETE THE FOLLOWING OPTIONS AS APPROPRIATE:

I understand that this placement was not your preferred choice of school. If you would like to appeal this decision please write to the Principal of your preferred secondary school, outlining your rationale for appeal, in the first instance. An appeal against a Year 7 Placement must be lodged with the preferred secondary school by Friday 18 August 2017. Any further appeal should be lodged in writing to the relevant Department of Education and Training Regional Director by Friday 8 September 2017. All appeals are considered based on the priority order of placement.

Or

This placement has been allocated under the "Sibling Claim" provision. If circumstances change and your son/daughter's older sibling/s will no longer be attending NAME OF SECONDARY SCHOOL in 2018 this placement may be in jeopardy. Please notify me and NAME OF SECONDARY SCHOOL as soon as you know that your circumstances have changed.

REMAINING PARAGRAPHS FOR ALL PARENTS/CARERS:

If at any stage prior to the commencement of school in 2018, your permanent residential address changes, please notify me as well as NAME OF SECONDARY SCHOOL. If this placement was offered subject to your residence being within a designated neighbourhood boundary, it may be withdrawn, in accordance with the application of the priority order of placement.

If you require any further information about this notification of secondary school placement for 2018, please do not hesitate to contact me.

Yours sincerely,

SIGNATURE BLOCK OF PRIMARY SCHOOL PRINCIPAL

Year 6 to Year 7 Transition: Frequently Asked Questions (Parents/Carers)

Where can I find general information about the transition to Year 7?

The Department of Education and Training (DET) website contains comprehensive information on the transition from Year 6 to Year 7.

For more information for parents, please see <http://www.education.vic.gov.au/school/parents/secondary/Pages/starting.aspx>

For information for students, please see: <http://www.education.vic.gov.au/school/students/secondary/Pages/default.aspx>

What should I consider when choosing a secondary school?

There are many things to consider to ensure the school is the best fit for your child's learning and development. This includes location, enrolment availability, curriculum focus, facilities and extra curricula activities. Various settings include:

- Government schools (including specialist schools, Prep to Year 12 schools, special schools, multi-campus schools, English language schools and alternative schools)
- Select entry high schools
- Non-government schools

How can I find my designated neighbourhood school?

To find a list of secondary schools by location, please see:

- Government schools: <http://www.education.vic.gov.au/findaservice/Home.aspx>.
- Catholic schools: <http://www.cem.edu.au/our-schools/>
- Independent schools: <http://services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx>

Do I need to complete the form if my child is attending a school that offers both Year 6 and Year 7 (such as a P-12, P-10, P-8) and will be continuing at the same school?

A Year 7 Placement Form needs to be completed for each student seeking a placement in another school, e.g. primary school students moving to a secondary school.

If your child is **continuing** at the same school, a Year 7 Placement form does **not** need to be completed.

If your child attends a school which offers both Year 6 and Year 7 but you are seeking an enrolment in a different school for Year 7, the Year 7 Placement Form needs to be completed.

Are all enrolment applications to government secondary schools accepted?

All applications for Year 7 enrolment at a government secondary school are subject to the following principles:

- provide each child with a place in the *designated neighbourhood school* (see FAQ below);
- provide parents/carers with an opportunity to enrol their child at the same school as that being attended by an older sibling who resides at the same permanent residential address provided the school has capacity
- allow parents/carers to send their child to any other school where space is available; and
- contain enrolments in each secondary school within the limits of available resources as determined by the DET Regional Director.

A list of government secondary schools within the Region accepting Year 7 enrolments in 2018 is included with this information.

What is a designated neighbourhood school?

A child's designated neighbourhood school is the government school at which the child is entitled to be enrolled. This is determined on the basis of the child's permanent residence.

For children residing in metropolitan areas, Ballarat, Bendigo or Geelong, the designated neighbourhood school is usually the nearest government secondary school in a straight line from your child's permanent residential address. In any other area of Victoria, it is the nearest school by the shortest practicable route.

In some circumstances, where there is a need to restrict enrolments at a school, the DET Regional Director may have defined a different enrolment area for the school by establishing a designated neighbourhood zone (zone). Where a zone is in place, a child's designated neighbourhood school may not be their nearest school.

For more information, please see

<http://www.education.vic.gov.au/school/parents/secondary/Pages/boundary.aspx>

Can my child attend a government secondary school if we live outside the designated neighbourhood boundary/zone?

If you select a government secondary school other than your child's designated neighbourhood school as your first preference, you should consider providing at least two other preferences in Section 4 of the *Application for Year 7 Placement* form. If these preferences are not successful, your child will be automatically placed into their designated neighbourhood school.

All requests from parents/carers living outside the specific designated neighbourhood boundary/zone will be considered by the principal at each government secondary school. It must be noted however, that all placements are subject to the availability of accommodation at a particular school.

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the DET Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

6. In exceptional circumstances, compassionate grounds.

How do I apply for a government secondary school where an older sibling is enrolled?

If you wish for your child to attend the same government secondary school as an older sibling who resides at the same permanent residential address and who will also be attending the secondary school in 2018, please ensure the "Sibling Claim" information is included in Section 4 of the *Application for Year 7 Placement* form.

What should I do if I want to enrol my child in a government secondary school with multiple campuses?

There are several government secondary schools in Victoria that offer Year 7 enrolments at more than one campus. If you wish your child to attend a particular campus, you will need to indicate your preference in Section 4 of the *Application for Year 7 Placement* form.

What is the process for a parent/carer lodging an appeal against an enrolment allocation decision?

An appeal against an enrolment allocation decision can be made on the grounds that the priority placement order has not been applied or, in exceptional circumstances, compassionate grounds.

Please note: for appeal on either grounds, you may be requested to provide substantiating information.

Any appeal by parents/carers against a government secondary school's decision not to provide a Year 7 placement must be lodged with the preferred secondary school by **Friday 18 August 2017** where it will be considered by the principal. Parents/carers will be notified of the outcome of this appeal by **Friday 1 September 2017**.

Any further appeal should be lodged in writing, outlining the grounds for appeal, to the appropriate DET Regional Director by **Friday 8 September 2017**.

Year 7 placement appeals are considered by a panel of senior regional staff that assess the appeal against the priority order of placement. This panel provides advice and a recommendation to the Regional Director who makes the final decision.

My child has a disability. How can I ensure their additional needs are met?

The principles of effective transition planning, and placement, for students with a disability are the same as for all students moving from primary to secondary school. What may be different is the need for transitions to be well defined and of longer duration, and that secondary schools have timely access to information about the student and their needs. Communication between the primary school and secondary school is essential.

There is a range of options available to assist students with disabilities to access quality education that meets their needs. General information about the transition is available in “Supporting students with additional or complex needs that arise from disability when moving from primary to secondary school”. Please see:

<http://www.education.vic.gov.au/Documents/school/teachers/teachingresources/diversity/Transprmarytosec.pdf>

Additional information with respect to support for students with special needs can be found at:

<http://www.education.vic.gov.au/school/parents/needs/Pages/default.aspx>

Is there any assistance with travelling to school?

A range of transportation options are available to eligible young people, including the School Bus Program, travel to specialist schools, Students with Disabilities Transport Program and conveyance allowance.

For more information, please see

<http://www.education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx>

What should I do if my child will be attending a non-government school for Year 7?

Confirmed Placement: If you are sure that you already have a place for your child in a non-government secondary school for Year 7, to commence in 2018, you do not have to complete Section 4 of the *Application for Year 7 Placement* form.

Unconfirmed Placement: If you have applied for a place for your child in a non-government secondary school, to commence Year 7 in 2018, but have not yet had this placement confirmed, you should safeguard your child’s interests by also applying for a place in a government secondary school by completing Section 4 of the *Application for Year 7 Placement* form.

Late Confirmation of Placement: If your child is granted a place in a non-government secondary school after being allocated a place in a government secondary school, you are asked to notify your primary school immediately.

Where can I find information to assist with transition to secondary school?

DET has a range of resources designed to assist students move from primary to secondary school.

For more information please see:

<http://www.education.vic.gov.au/school/parents/secondary/Pages/default.aspx>

Where can I find information about enrolment for international students?

The placement process for an international student currently enrolled in a primary school is the same as the process for domestic students and is subject to the DET enrolment policy.

For more information, please see

<http://www.education.vic.gov.au/school/parents/secondary/Pages/international.aspx>.

Year 6 to Year 7 Transition: Application for Year 7 Placement 2018

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 2017, 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 2017, 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	

Year 6 to Year 7 Transition: 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.