Year 6 to Year 7
Transition Information Pack 2019

Non-public primary school parents

# FROM THE DEPARTMENT

## Placement of students commencing Year 7 at a public school in 2020

Dear parents and carers,

Enrolling a child in Year 7 is an important choice. As your child approaches the end of primary school, you may be considering a public school for their secondary education.

To support your decision making, the Department has launched a new website to help you locate your local school, and give you transparency of choice in public schools across the Victorian public school system.

Your child is guaranteed a place at their local designated neighbourhood school, however you can choose to request enrolment at another school if you prefer. The school will use the Placement Policy to consider the application.

### How to apply to a public secondary school

1. Read the Department’s Placement Policy including the permanent address guidelines and the priority order of placement at: [www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)
2. Locate your designated neighbourhood school or preferred secondary schools using [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)
3. Complete the Application for Year 7 Placement form and return to your preffered secondary school by **Friday 17 May 2019.**

Year 7 placements are determined by the secondary school where you are seeking enrolment. You will be sent notification of Year 7 placement for 2020 on **Wednesday 7 August 2019**.

### International students

Fee-paying international students are not required to complete this form. For enrolment in a public school, make an application online at: [www.study.vic.gov.au](http://www.study.vic.gov.au). Contact independent and catholic schools directly for enrolment details.

### More information

Contact your local regional office if you require more information about the application process, Year 6 to Year 7 transition arrangements, or if you require assistance completing the form.

I wish your child well and trust that secondary schooling will be a richly rewarding experience.

**Privacy Notice**

**Application for Year 7 placement 2020 Form**

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian public 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:
	1. you are provided with as much choice as possible
	2. that all children who require a place in a Victorian public school for Year 7 are provided with one
	3. the transition process is as smooth as possible for your child.
4. If you wish your child to attend a public 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 2020, 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:
	1. Contact phone numbers
	2. Permanent residential address
	3. Emergency contact details
	4. 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 public 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 public schools to support school administration, finance and central reporting.
7. When a Victorian public school student has been accepted at another Victorian public 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 public 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 transfer of your child’s information, please contact your child’s primary school.

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# Year 6 to Year 7 Transition Frequently Asked Questions

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

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

See: <https://www.education.vic.gov.au/parents/going-to-school/Pages/year-6-to-7.aspx>

1. Where can I find schools in my area that offer Year 7?

You can view all public schools in Victoria at:

[www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

For catholic schools, see:

[www.cecv.catholic.edu.au/School-Directory-Search](http://www.cecv.catholic.edu.au/School-Directory-Search)

For independent schools, see: [services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx](http://services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx)

1. Are all enrolment applications to public secondary schools accepted?

Applications for enrolment in Year 7 at public schools are accepted as per the Department’s Placement Policy and the priority order of placement.

For more information, see: [education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx)

1. What is a designated neighbourhood school?

A designated neighbourhood school is generally the school within closest proximity to the student’s permanent residential address. It is also known as the school within your zone.

Identify your designated neighbourhood school by entering your permanent residential address at [www.findmyschool.vic.giv.au](http://www.findmyschool.vic.giv.au)

1. Can my child attend a public secondary school if we live outside the school zone?

You can apply for enrolment at a school outside your zone. However, the students living within that school zone will be prioritised.

If there are sufficient available places after children living within the school zone have been placed, then the principal of the school will use the priority order of placement to guide decision making.

To view the priority order of placement, see: [education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

1. I would like my child to attend the secondary school that their older sibiling attends. How do I apply?

If you would like your child to attend the same public secondary school as an older sibling who resides at the same permanent residential address and who will also be attending the secondary school in 2020, complete the ‘Sibling Claim’ information in Section 4 of the Application for Year 7 Placement form.

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

If you want your child to attend a particular campus, indicate your preference in Section 4 of the Application for Year 7 Placement form.

1. What is the process to lodge an appeal against an enrolment placement decision?

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

Appeals regarding a placement decision must be lodged with the preferred secondary school by **Monday 19 August 2019**. The appeal will be considered by the principal. Parents or carers will be notified of the outcome by **Friday 30 August 2019.**

If the appeal to preferred secondary school is unsuccessful and you believe that your grounds have not been adequately considered, you may lodge a further appeal in writing to the regional director, Department of Education and Training by **Friday 13 September 2019.**

Year 7 placement appeals will be considered by a panel of senior regional staff who assess the appeal against the priority order of placement. The panel provides a recommendation to the regional director who will make the final decision. You will be informed of the outcome in writing. This concludes the appeal process.

Your regional office can provide contact details and the process for lodging an appeal to the regional director.

1. What should I do if my child will be attending an independent or catholic school in Year 7?

Confirmed placement: If you are sure that your child already has a place in an independent or catholic secondary school commencing Year 7 in 2020, you are not required to complete Section 4 of the *Application for Year 7 Placement* form.

Unconfirmed placement:If you have applied for a place for your child to commence Year 7 in 2020 at an independent or catholic school, but have not had placement confirmed, you can also apply for a place at a public school.

Late confirmation of placement: If you accept a place at an independent or catholic secondary school after your child has been allocated a place in a public school, notify your primary school immediately so the place can be reallocated.

1. How can international students enrol?

Fee-paying international students can apply for enrolment in a public school at [www.study.vic.gov.au](http://www.study.vic.gov.au) or apply directly to independent or catholic schools.

1. If a child has two addresses, how is the designated neighbourhood school decided?

If a child resides at multiple addresses, the child’s ‘permanent residence’ is the address at which the child spends the majority of their weekdays.

1. Who can sign the Application for Year 7 Placement form?

Where practicable, all parents of a child should sign and submit a single application for placement form.

For the purposes of this form, a parent or carer includes a guardian, any person who has parental responsibility for the child including parental responsibility under the Family Law Act 1975 and an informal carer of the child under an Informal Carer Statutory Declaration.

For more information, see: [Decision Making Responsibilities for Students Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/parentalresponsibility.aspx)

Where it is not practicable or possible for parents or carers to sign a single form, they should communicate this to the primary school who will allow more than one application form to be completed and submitted by each parent. These applications will be treated as separate applications. If the student is offered two placements at different schools, the parents or carers are expected to reach an agreement about which placement to accept in the best interests of the student. If parents or carers have difficulty reaching agreement, it is recommended the dispute be resolved through discussion, attendance at the Family Relationship Centre or at Court.

1. My child is home schooled. How do I apply for a place at a public secondary school?

Complete the *Application for Year 7 Placement* form and submit the form to the preferred public secondary school.

Your regional office can answer any questions you have to complete the form.

1. My child attends an independent or catholic primary school. How do I lodge an *Application for Year 7 Placement* form?

Complete the *Application for Year 7 Placement* form and submit it to the preferred public secondary school.

Your regional office can answer any questions you have to complete the form.

1. How do I find the contact details of my regional office?

Regional office contact details and locations are on the Department’s website, see:

[education.vic.gov.au/about/contact/Pages/regions.aspx](http://www.education.vic.gov.au/about/contact/Pages/regions.aspx)

# Application for Year 7 Placement 2020

This form must be completed for students in Year 6 moving from primary school to a public secondary school. To read the Department’s Placement Policy including permanent address guidelines and the priority order of placement visit: [education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

## Section 1: School Details

|  |  |
| --- | --- |
| **Name of Primary School** |  |

## Section 2: Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Given Names** |  | **Date of Birth** |  |
| **Family Name** |  | **Gender** |  |
| **Permanent Residential Address**  |  |
| **Mailing address (if different)** |  |
| **Suburb** |  | **Postcode** |  |
| **VSN (if known)** |  |

## Section 3: Parent/Carer Details

|  |  |
| --- | --- |
| **Contact 1** | **Contact 2** |
| **Title** |  | **Title** |  |
| **Given Name** |  | **Given Name** |  |
| **Family Name** |  | **Family Name** |  |
| **Phone Number** |  | **Phone Number** |  |
| **Email**  |  | **Email**  |  |

## **Section 4: Public School Placement Preferences**

Complete Section 4 if you are seeking a place in a public school OR if you are in doubt of a non-public school place.

## Section 4a: Designated neighbourhood school

To locate your designated neighbourhood school, enter your permanent residential address at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

|  |  |
| --- | --- |
| **Your designated neighbourhood school** |  |

## Section 4b: School preferences

List up to three public schools in your order of preference below. You can list your designated neighbourhood school as your first preference. You do not have to list three schools. If you would like to request placement for your child under a sibling claim, use section 4c. Include campus details for your preferred schools if relevant.

|  |  |
| --- | --- |
| **Public School Name** | **Office Use Only****Date of Distribution** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

## Section 4c: Sibling claim

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 continue to be enrolled at the school in 2020.

|  |  |
| --- | --- |
| Public school name | Name and year level of sibling in 2020 |
|  |  |
|  |  |

## Section 5: Placement at independent or catholic school

Only complete Section 5 if you have received confirmation of a place in an independent or catholic school. If you are in doubt about the status of the school place, you are encouraged to complete Section 4 also.

|  |  |
| --- | --- |
| **Non-Public School Name** | **Confirmed Place** |
|  | YES / NO |

## Section 6: Signature of Parents/Carers

Please see page 3 for the full Privacy Notice.

[ ]  I have read this form and the 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** |  |