

TO PARENTS/CARERS OF CHILDREN IN YEAR 6

Dear Parent/Carers

PLACEMENT IN YEAR 7 AT SECONDARY SCHOOL FOR COMMENCEMENT 2018

As your child is now in the final year of primary school, an important decision must be made about which school your child will attend for Year 7 next year. You are now asked to indicate which secondary school you would like your child to attend in 2018 on the attached *Application for Year 7 Placement* form.

The attached *Frequently Asked Questions* document will help you understand the placement process and includes a list of all government secondary schools offering Year 7 placements. Some schools are required to manage their enrolments carefully. These schools follow an approved enrolment strategy that guides the enrolment of students according to the priority placement order in the enrolment policy. <http://www.education.vic.gov.au/school/parents/secondary/Pages/starting.aspx>. It should be noted that these schools are not in a position to enrol all students who apply.

When considering which school would be more likely to suit your child's educational needs, you may also wish to discuss the matter with your child's teachers or principal who will be able to provide advice. I recommend that you take the time to visit secondary school open days and attend information sessions.

Your child is guaranteed a place at their designated neighbourhood school which is determined on the basis of your permanent address. Applications to schools other than your designated neighbourhood school are considered subject to the school having available spaces.

Please complete the attached *Application for Year 7 Placement* form and return it to your primary school no later than **Friday 12 May 2017**. If, at any stage, any details on the *Application for Year 7 Placement* form change, you are advised to notify your primary school immediately.

Although Year 7 placements will be determined by secondary schools, all communication regarding the Year 6 to Year 7 transition process must be in writing and lodged through your primary school until the Year 7 placement is confirmed. You will be notified of your child's Year 7 placement for 2018 on **Wednesday 9 August 2017**.

Please contact your primary school if you require further information about the application process and Year 6–7 transition arrangements.

I wish your child well in the transition to Year 7 and I trust that secondary schooling will be a richly rewarding experience.

Yours sincerely

Regional Director
North Eastern Victoria Region

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:

Government Schools in North-Eastern Victoria Region with Year 7

All government schools in Victoria are listed on <http://www.education.vic.gov.au/findaservice/Home.aspx>

Schools marked with an asterisk * have an approved enrolment management strategy in place which limits the number of students who are eligible to gain entry. Such schools will usually have a map of their designated enrolment boundary/zone on their websites.

Alexandra Secondary College

Ashwood High School

Auburn High School

*Balwyn High School

Bayswater Secondary College

Beechworth Secondary College

Benalla P-12 College

Blackburn High School

Boronia K-12 College

*Box Hill High School

*Box Hill Senior Secondary College

Brentwood Secondary College

Bright P-12 College

Broadford Secondary College

*Camberwell High School

*Canterbury Girls Secondary College

Cobram Secondary College

Corryong College

*Croydon Community School

*Doncaster Secondary College

*East Doncaster Secondary College

Emerald Secondary College

Euroa Secondary College

*Fairhills High School

Forest Hill College

*Glen Waverley Secondary College

Healesville High School

Heathmont College

Highvale Secondary College

*Kew High School

*Koonung Secondary College

Lilydale Heights College

Lilydale High School

Mansfield Secondary College

McGuire College

Melba Secondary College

Monbulk College

*Mooroolbark College

Mooroopna Secondary College

Mount Beauty Secondary College

*Mount Waverley Secondary College

Mullauna Secondary College

Myrtleford P-12 College

Nathalia Secondary College

*Norwood Secondary College

Numurkah Secondary College

*Ringwood Secondary College

Rowville Secondary College

Rutherglen High School

Scoresby Secondary College

Seymour College

Shepparton High School

*Sherbrooke Community School

South Oakleigh Secondary College

Tallangatta Secondary College

Templestowe College

Upper Yarra Secondary College

Upwey High School

*Vermont Secondary College

Wallan Secondary College

*Wanganui Park Secondary College

Wangaratta High School

*Wantirna College

Warrandyte High School

Wellington Secondary College

Whealers Hill Secondary College

Wodonga Middle Years College

Yarra Hills Secondary College

Yarrowonga College P-12

Yea High School

Specialist Schools

Ashwood School

Aurora School

Belmore School

Belvoir Wodonga Special Developmental School

Bulleen Heights School

Burwood East Special Developmental School

Cobram and District Specialist School

Croydon Special Developmental School

Eastern Ranges School

Glenallen School

Heatherwood School

Monash Special Developmental School

Vermont South Special School

Verney Road School

Wangaratta District Specialist School

Yarra Ranges Special Developmental School

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

Section 1: School Details

| | |
|--------------------------------------|--|
| Student's Primary School Name | |
|--------------------------------------|--|

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.