



Department of Education & Training

North-Eastern Victoria Region

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TO PARENTS/CARERS OF CHILDREN IN YEAR 6

Dear Parent/Carers

PLACEMENT IN YEAR 7 AT SECONDARY SCHOOL IN 2016 FOR COMMENCEMENT 2017

As your child is now in Year 6 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 on the attached *Application for Year 7 Placement* form which secondary school you would like your child to attend in 2017.

A *Frequently Asked Questions* document has been prepared that outlines the various options available to you and your child. To assist with your decision making, a list of all government secondary schools in this region is attached. The list clearly identifies schools with an approved enrolment strategy in place that limits the number of students eligible to gain entry.

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 Year 6 teacher or primary school principal who will be able to provide personalised and customised advice. You should also take the time to visit secondary school open days and attend information nights.

Once you have decided which school you wish your child to attend for Year 7, please complete the attached *Application for Year 7 Placement* form and return it to your primary school no later than **Friday, 13 May, 2016**.

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 written form 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 2017 on **Wednesday 10 August 2016**.

If you require further information about the Year 6 to Year 7 transition process, please contact your primary school.

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

Yours sincerely

JUDY ROSE

Regional Director
North Eastern Victoria Region

10 / 04 / 2016

Year 6 to Year 7 Transitions:

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, please see

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

How can I find a list of schools in my area?

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://web.cecv.catholic.edu.au/schools/default.asp>
- Independent schools:
<http://services.is.vic.edu.au/ebiz/customerservice/schoollocator.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

For more information, please see

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

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;
- 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.

The list of government secondary schools within the Region accepting Year 7 enrolments in 2017 is included with this information.

What is a designated neighbourhood school?

A child's designated neighbourhood school is the government school that the child is entitled to be enrolled at. 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 to 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 of 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 2017, please ensure the "Sibling Claim" information is included in Section 4 of the *Application for Year 7 Placement* form. Please note that Section 4 is not relevant if the older sibling is in Year 12 in 2016.

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?

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 Wednesday 17 August 2016 where it will be considered by the principal. Parents/carers will be notified of the outcome of this appeal by Friday 26 August 2016.

Any further appeal should be lodged in writing, outlining the grounds for appeal, to the DET Regional Director by Friday 2 September 2016. Appeals are considered based on the priority order of placement.

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/Transprmrtyosec.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 2017, 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 2017, 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 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 Transitions:

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	Mooroolbark College *
Ashwood High School	Mooroopna Secondary College
Auburn High School	Mount Beauty Secondary College
Balwyn High School *	Mount Waverley Secondary College *
Bayswater Secondary College	Mullauna Secondary College
Beechworth Secondary College	Myrtleford P-12 College
Benalla P-12 College	Nathalia Secondary College
Blackburn High School	Norwood Secondary College *
Boronia K-12 College	Numurkah Secondary College
Box Hill High School *	Ringwood Secondary College *
Brentwood Secondary College	Rowville Secondary College - Eastern Campus
Bright P-12 College	Rowville Secondary College - Western Campus
Broadford Secondary College	Rutherglen High School
Camberwell High School *	Scoresby Secondary College
Canterbury Girls Secondary College *	Seymour College
Cobram Secondary College	Shepparton High School
Corryong College	Sherbrooke Community School
Croydon Community School	South Oakleigh Secondary College
Doncaster Secondary College *	Tallangatta Secondary College
East Doncaster Secondary College *	Templestowe College *
Emerald Secondary College	Upper Yarra Secondary College
Euroa Secondary College	Upwey High School
Fairhills High School *	Vermont Secondary College *
Forest Hill College	Wallan Secondary College
Glen Waverley Secondary College *	Wanganui Park Secondary College *
Healesville High School	Wangaratta High School
Heathmont College	Wantirna College *
Highvale Secondary College	Warrandyte High School
John Monash Science School	Wellington Secondary College
Kew High School *	Whealers Hill Secondary College
Koonung Secondary College *	Wodonga Middle Years College - Felltimber Campus
Lilydale Heights College	Wodonga Middle Years College - Huon Campus
Lilydale High School	Yarra Hills Secondary College - Mooroolbark
Mansfield Secondary College	Yarra Hills Secondary College - Mt Evelyn Campus
McGuire College	Yarrawonga P-12 College
Melba Secondary College	Yea High School
Monbulk College	

Year 6 to Year 7 Transitions: Application for Year 7 Placement

Section 1: School Details

Student's Primary School Name	
Student's Designated Neighbourhood School Name	

Section 2: Student Details

Given Names		Date of Birth	
Family Name		Gender	
Permanent Residential Address			
Suburb		Post Code	
VSN		Melway ID	
PSD ID (if applicable)			
Fee Paying International Student	YES / NO (please circle)	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. 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 2017.

Government School Name	Sibling Claim Sibling Name	2017 Year Level	Office Use Only Date of Distribution
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 Transitions:

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 2017, 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.