

Year 6 to Year 7

Transition Information Pack

South East Victoria Region – Parents
with children at government schools

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Regional Director letter to parents and carers of children in Year 6

Dear Parent or Carer

PLACEMENT IN YEAR 7 AT SECONDARY SCHOOL FOR COMMENCEMENT 2019

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 2019 on the attached *Application for Year 7 Placement* form.

The attached *Frequently Asked Questions* (FAQs) document will help you understand the placement process and includes a list of all government secondary schools offering Year 7 placements in your area.

Due to a range of factors such as rapid population growth, some schools are required to manage their enrolments carefully. These schools follow the Department of Education and Training's (the Department's) Placement Policy that sets out the priority order of placement. For more information on the Placement Policy, please refer to the Department's website:

education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx

It should be noted that these schools may not be in a position to enrol all students who apply.

Your child is guaranteed a place at their designated neighbourhood school which is determined on the basis of your permanent residential address. Applications to schools other than your designated neighbourhood school are considered subject to the school having available spaces, as per the Priority Order of Placement under the Department's Placement Policy.

The Minister for Education has approved new Permanent Address Guidelines (the Guidelines) on parental permanent addresses. This means that there are now clear, consistent rules for all government schools on what counts as a 'permanent address' for your child to enrol in their local school (the designated neighbourhood school). Clear information means a fairer system for all students, especially for your child during their year 6 to year 7 transition. The guidelines set out the types of evidence a school can request as proof of permanent residence and the ways this evidence can be verified. The Guidelines are publically accessible at:

education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx.

Please complete the attached *Application for Year 7 Placement* form and return it to your primary school no later than **Friday 11 May 2018**. If, at any stage, any details on the *Application for Year 7 Placement* form change, you are requested to notify your primary school immediately. Please note that fee-paying international students are not required to complete this form, they should instead make a new application to the International Education Division at www.study.vic.gov.au for enrolment into a government school or apply directly to their school of choice if this is a non-government school.

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. Your primary school will send you notification of your child's Year 7 placement for 2019 on **Wednesday 8 August 2018**.

Please contact your primary school if you require further information about the application process and Year 6 to Year 7 transition arrangements, or if you require assistance completing the form.

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

A handwritten signature in blue ink, appearing to read 'S. Gniel', with a stylized flourish at the end.

Stephen Gniel

Regional Director

South East Victoria Region

Department of Education and Training

Year 6 to Year 7 Transition: Frequently Asked Questions (FAQ)

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

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

For information for parents, please see: education.vic.gov.au/school/parents/secondary/Pages/starting.aspx

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

2. 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. Factors you may consider include 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)
- non-government schools, including Catholic schools and independent schools.

The Education State is about great education system and schools that widen opportunities for all and empowers people with the skills, knowledge and experience they need to build healthy, happy and prosperous lives.

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

A list of government secondary schools in this region offering Year 7 enrolments is included in this pack.

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

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

4. Do I need to complete the form if my child is attending a government school that offers both Year 6 and Year 7 (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 9) and will be continuing at the same school?

A Year 7 Placement Form needs to be completed for each student (except fee-paying international students) seeking a placement in another school, for example, primary school students moving to a secondary school.

If your child is **continuing** at the same school (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 9 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.

5. 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:

- each child will be provided with a place in the designated neighbourhood school (see question 6 below)

- parents and carers will be provided 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 and who will continue attending the school in 2019 provided the school has capacity
- parents and carers are able to send their child to any other school where space is available
- enrolments are contained in each secondary school within the limits of available resources as determined by the Department's Regional Director.

6. What is a designated neighbourhood school?

The *designated neighbourhood school* is generally the secondary school within closest proximity to the student's permanent residential address, unless the Minister or Regional Director needs to restrict new enrolments at a school due to pressure on enrolment capacity.

The nearest school is determined on the basis of the child's permanent residence. Schools may request that parents or carers provide supporting documentation to assist in verifying a student's permanent residential address.

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

For more information, please see: education.vic.gov.au/school/parents/secondary/Pages/boundary.aspx

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

All requests from parents and carers living outside the designated neighbourhood boundary or zone will be considered by the Principal at each government secondary school.

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order as outlined in the Department's Placement Policy:

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

For further information, please see the Department's Placement Policy:

education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx

8. 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 2019, please ensure the Sibling Claim information is included in Section 4 of the *Application for Year 7 Placement* form.

9. 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.

10. What is the process for a parent or carer lodging an appeal against an enrolment placement decision?

An appeal to the preferred secondary school 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.

Any appeal by parents or carers regarding a decision not to provide a Year 7 placement must be lodged with the preferred secondary school by **Friday 17 August 2018**. It will be considered by the principal and parents or carers will be notified of the outcome by **Friday 31 August 2018**.

If your appeal to the Principal of your 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 appropriate Department of Education and Training Regional Director by **Friday 7 September 2018**.

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. This concludes the appeal process.

Your regional office will provide contact details and a process for lodging an appeal to the Regional Director.

11. 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. Transition planning for students with disabilities may commence earlier to identify and develop supports for additional needs.

There is a range of options available to assist students with disabilities to access quality education. General information about the transition is available on the Department's website. Please see the *Transition Resource for students with additional or complex needs that arise from disability*: education.vic.gov.au/school/teachers/studentmanagement/transitions/Pages/transdisability.aspx

12. What assistance is available to support my child's travel to and from school?

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

For more information, please see: education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx

13. 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 2019, 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 in a non-government secondary school to commence Year 7 in 2019, but have not had this placement confirmed, you may also apply for a place in a government school.

Late confirmation of placement: If your child is granted a place in a non-government secondary school after you have been allocated a place in a government school, you are asked to notify your primary school immediately so that your child's place can be reallocated.

14. Where can I find information about enrolment for international students?

Please note that fee-paying international students should make a new application to the International Education Division at www.study.vic.gov.au for enrolment into a government school, or apply directly to their school of choice if this is a non-government school.

For more information please see:

education.vic.gov.au/school/parents/secondary/Pages/international.aspx.

15. If a child has two permanent 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 his or her weekdays.

16. Who may sign the form?

Where practicable all parents or carers of a child should sign and submit a single application for placement form. Parents and carers are defined as:

- A Parent as defined in the Family Law Act 1975
- A person designated responsibility for enrolment decisions under a court order
- An informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them.

Note: where it is not practicable or possible for parents or carers to sign a single form, this should be communicated to the primary school who will work with the family and regional office to develop a solution for the specific situation of the family. It is expected that if parents or carers have difficulty reaching agreement, the dispute should be resolved between the parents or carers through discussion, attendance at the Family Relationship Centre or at Court.

The Admission page on the School Policy and Advisory Guide provides information on consent and the requirements for the signatures of parents and carers:

education.vic.gov.au/school/principals/spaq/participation/pages/admission.aspx

17. How do I apply for a place when my child is home schooled?

Your regional office will be able to provide you with a copy of the application for placement form and provide you with further information regarding the Year 7 placement process.

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

You can find the regional office contact details and locations on the Department's website, see:

education.vic.gov.au/about/contact/Pages/regional.aspx

Year 6 to Year 7 Transition: Government Schools in South East Victoria Region with Year 7

All government schools in Victoria are listed on the department's website:

<http://www.education.vic.gov.au/FINDASERVICE/HOME.ASPX>

Schools with enrolment restrictions 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 or zone on their website.

Schools without enrolment restrictions

Bairnsdale Secondary College

Bentleigh Secondary College

Cann River P-12 College

Carrum Downs Secondary College

Carwatha College P-12

Cranbourne Secondary College

Dandenong High School

Doveton College (K-9 only)

Dromana Secondary College

Drouin Secondary College

Elwood College

Foster Secondary College

Fountain Gate Secondary College

Glen Eira College

Goongerah-Tubbut College

Hampton Park Secondary College

Keysborough College (Acacia Campus, Isaac Rd)

Keysborough College (Banksia Campus, Janine Rd)

Koo Wee Rup Secondary College

Korumburra Secondary College

Kurnai College (Churchill Campus)

Kurnai College (Morwell Campus)

Lakes Entrance Secondary College

Leongatha Secondary College

Lowanna College

Lyndale Secondary College

Lyndhurst Secondary College

Maffra Secondary College

Mallacoota P-12 College

Mirboo North Secondary College

Monterey Secondary College

Mordialloc College

Mornington Secondary College

Mount Eliza Secondary College

Mount Erin Secondary College

Narre Warren South P-12 College

Neerim District Secondary College

Noble Park Secondary College

Oakwood School

Orbost Secondary College

Pakenham Secondary College

Rosebud Secondary College

Sale College (Guthridge Campus)

Sandringham College (Sandringham 7-10 Campus)

Somerville Secondary College

Swifts Creek P-12 School (Tambo Campus)

Timbarra P-9 College

Trafalgar High School

Traralgon College (East Campus)

Warragul Regional College

Westall Secondary College

Western Port Secondary College

Wonthaggi Secondary College (Dudley Campus)

Yarram Secondary College

Schools with Enrolment Restrictions

Albert Park College
Alkira Secondary College
Beaumaris Secondary College
Berwick Secondary College
Brighton Secondary College
Cheltenham Secondary College
Cranbourne East Secondary College
Elisabeth Murdoch College
Frankston High School
Gleneagles Secondary College
Kambrya College
McClelland Secondary College
McKinnon Secondary College
Mentone Girls' Secondary College
Officer Secondary College
Parkdale Secondary College
Patterson River Secondary College
Prahran Secondary College (opening 2019)

Special/Specialist Schools

Baringa SS
Bass Coast SS
Bayside SDS
Berendale School
Dandenong Valley SDS
East Gippsland SS
Emerson School
Frankston SDS
Katandra School
Latrobe SDS
Marnebek School Cranbourne
Montague CEC
Mornington SDS
Naranga SS
Nepean SS
Noble Park ELS
Officer SS
Peninsula Specialist College
Port Phillips SS
Sale and District SS
South Gippsland SS

Southern Autistic School
Springvale Park SDS
Warragul & District SS
Yarrabah School

NOTES

The following schools along the regional border that may have enrolment capacity restrictions include:

North-Western Victoria: Melbourne Girls College

North-Eastern Victoria: Camberwell HS, Canterbury Girls SC and Mount Waverley SC

South-Western Victoria: University HS

Avenues Education, Hallam Senior SC, MacRobertson Girls' SC, Malvern Central School, Melbourne HS and Nossal HS do not have Year 7 enrolments and/or have special entry requirements

Glenallen School in the North-Eastern Victoria Region provides transport to some areas within the South-Eastern Victoria Region

Bombala HS in New South Wales provides transport to some areas within the South Eastern Victoria Region



Year 6 to Year 7 Transition: Application for Year 7 Placement 2019

This form must be completed for all students moving (transitioning) from a government primary school at the completion of Year 6. (If a student is at a Prep to Year 9 or Prep to Year 12 school, they are not leaving the school and therefore do not have to complete the form as per the FAQ question 4).

GUIDE TO COMPLETING THE APPLICATION FORM.

| Section/step | Instruction |
|--------------------------------------------------|-------------------------------|
| Section 1: school details | School to complete |
| Section 2: student details | Parents/carers to complete |
| Section 3: parent or carer details | Parents or carers to complete |
| Section 4a: your designated neighbourhood school | Primary school to complete |
| Section 4b: school preferences | Parents or carers to complete |
| Section 4c: sibling claim | Parents or carers to complete |
| Section 5: non-government school placement | Parents or carers to complete |
| Section 6: Signature of parents or carers | Parents or carers to complete |

Section 1: School Details

| | |
|--------------------------------------|----------------------|
| Student's Primary School Name | <input type="text"/> |
|--------------------------------------|----------------------|

Section 2: Student Details

| | | | |
|------------------------------------------------|----------------------|----------------------|----------------------|
| Given Names | <input type="text"/> | Date of Birth | <input type="text"/> |
| Family Name | <input type="text"/> | Gender | <input type="text"/> |
| Permanent Residential Address | <input type="text"/> | | |
| Mailing address (if different to above) | <input type="text"/> | | |
| Suburb | <input type="text"/> | Postcode | <input type="text"/> |

| | | | |
|------------------------------------------|----------|---------------------------------|--|
| 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.

Section 4a

| | |
|-------------------------------------------------|--|
| Your designated neighbourhood school is: | |
|-------------------------------------------------|--|

Section 4b: School preferences

If you are seeking a place in a government school, please list up to three schools in your order of preference below. You do not have to list three schools and you can list your designated neighbourhood school as your first preference. If you would like to request placement for your child under a sibling claim, please use section 4c. Please include campus details for your preferred schools if this is relevant.

| Preference | Government School Name | Office Use Only Date of Distribution |
|-------------------|-------------------------------|-------------------------------------------------|
| 1 | | |
| 2 | | |
| 3 | | |

Section 4c: Sibling claim

Are you seeking entry into any of the above schools under the 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 2019.

If you are seeking entry under the sibling claim, please include the name of the school and the year level of the sibling in the table below.

| School name | Name and year level of sibling in 2019 |
|-------------|----------------------------------------|
| | |
| | |

Section 5: Non-Government School Placement

Complete Section 5 if you have received confirmation of 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 2019, please indicate the name of the school below.

| Non-Government School Name | Confirmed Place |
|----------------------------|-----------------|
| | YES / NO |

Section 6: Signature of Parents/Carers

Please see the next page for the full privacy notice.

- I have read this form and the attached Privacy Notice and understand why information is being collected and how it will be used.
- 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
 - 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 2019, 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
 - 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 transfer of your child's information, please contact your child's primary school.

