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

STEPHEN GNIEL
Regional Director
South 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.

How can I find a list of schools in my area?
To find a list of secondary schools by location, please see:

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.

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.
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.

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:


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.
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](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.


**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](http://www.education.vic.gov.au/school/parents/secondary/Pages/international.aspx)
Year 6 to Year 7 Transitions: Schools in South Eastern Victoria Region with Year 7


Albert Park College *
Alkira Secondary College *
Bairnsdale Secondary College
Bentleigh Secondary College
Berwick Secondary College *
Brighton Secondary College *
Cann River P-12 College
Carrum Downs Secondary College
Carwatha College P-12
Caulfield Park Community School
Cheltenham Secondary College *
Cranbourne East Secondary College *
Cranbourne Secondary College
Dandenong High School
Doveton College
Dromana Secondary College
Drouin Secondary College
Elisabeth Murdoch College *
Elwood College
Fountain Gate Secondary College
Frankston High School *
Glen Eira College
Glenelg Secondary College
Goongerah-Tubbut P-8 School
Hampton Park Secondary College
Kambrya 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 (Maryville Campus)
Lakes Entrance Secondary College
Leongatha Secondary College
Lowanna College (Moe Campus)
Lyndale Secondary College
Lyndhurst Secondary College
Maffra Secondary College
Mallacoota P-12 College
Mclelland Secondary College *
McKinnon Secondary College *
Mentone Girls’ Secondary 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
Officer Secondary College
Orbost Secondary College
Pakenham Secondary College
Parkdale Secondary College *
Patterson River Secondary College *
Rosebud Secondary College
Sale College
Sandringham College (Beaumaris Campus)
Sandringham College (Sandringham 7-10 Campus)
Somerville Secondary College
South Gippsland Secondary College
Swifts Creek School
Timbarra P-9 College
Trafalgar High School
Traralgon College
Warragul Regional College
Westall Secondary College
Western Port Secondary College
Wonthaggi Secondary College
Yarram Secondary College *

* These schools have a designated neighbourhood zone

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

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

*Please note: Glenallen School in the North-Eastern Victoria Region provides transport to some areas within the South-Eastern Victoria Region
# Year 6 to Year 7 Transitions:

## Application for Year 7 Placement

### Section 1: School Details

<table>
<thead>
<tr>
<th>Student’s Primary School Name</th>
<th>Student’s Designated Neighbourhood School Name</th>
</tr>
</thead>
</table>

### Section 2: Student Details

<table>
<thead>
<tr>
<th>Given Names</th>
<th>Date of Birth</th>
<th>Family Name</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Residential Address</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td>Post Code</td>
<td>Melway ID</td>
<td></td>
</tr>
<tr>
<td>VSN</td>
<td>PSD ID (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Paying International Student</td>
<td>YES / NO (please circle)</td>
<td>International Student ID</td>
<td></td>
</tr>
</tbody>
</table>

### Section 3: Parent/Carer Details

<table>
<thead>
<tr>
<th>Contact 1</th>
<th>Contact 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Given Name</td>
<td>Given Name</td>
</tr>
<tr>
<td>Family Name</td>
<td>Family Name</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Government School Name</th>
<th>Sibling Claim</th>
<th>2017 Year Level</th>
<th>Office Use Only Date of Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td></td>
<td></td>
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<td>3:</td>
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</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Non-Government School Name</th>
<th>Confirmed Place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Contact 1 Signature</th>
<th>Contact 2 Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

DET SEVR Year 6 to Year 7 Transitions 2016
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.