



**TARNEIT  
P-9COLLEGE**

20 April 2020

## **2021 YEAR 10 TRANSITION**

### **APPLICATION FOR YEAR 10 PLACEMENT FORM & INFORMATION**

Re:

Dear Parents/Carers,

As your child is now in the final year of our College, an important decision must be made about which school your child will attend for Year 10 next year. You are now asked to indicate which secondary school you would like your child to attend in 2021 on the attached *Application for Year 10 Placement Form*.

Some schools are required to manage enrolments carefully. These schools follow an approved strategy that guides the enrolment of students according to the priority placement order in the Education Department's policy. It should be noted that some 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 assistant principal who will be able to provide advice. I recommend that you take the time to visit secondary schools and attend their information sessions.

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

### **What you need to do**

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](http://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. Please complete the attached *Application for Year 7 Placement Form* and return it via email to [enrolments@tarneitcollege.vic.edu.au](mailto:enrolments@tarneitcollege.vic.edu.au) or alternatively you can mail it to Tarneit P-9 College, P.O. Box 8268, Tarneit 3029. **No later than Friday 29 May 2020.**

**PO BOX 8268 TARNEIT 3029 | 21-23 BRINBROOK ST. TARNEIT 3029 | Tel 9749 0506 Fax 8742 7005**

**[tarneit.p9@edumail.vic.gov.au](mailto:tarneit.p9@edumail.vic.gov.au) | [www.tarneitcollege.vic.edu.au](http://www.tarneitcollege.vic.edu.au) | ABN 262 4994 9709**

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Year 10 placements are determined by secondary schools. You will be sent notification of Year 10 placement for 2021 on **Wednesday 5 August 2020**.

If at any stage any details on the Application for 2021 Year 10 Placement changes, you are advised to notify the College immediately.

### 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.

If you require more information about the application process, Year 9 to Year 10 transition arrangements, or if you require assistance completing the form, please contact College Administration on 9749 0506.

Yours sincerely

Rynn Anderson  
Principal

John Eskander  
Assistant Principal

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# PRIVACY NOTICE

### APPLICATION FOR YEAR 10 PLACEMENT 2021 FORM

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 1 to 4A of the attached *Application for Year 10 Placement 2021 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:
  - You are provided with as much choice as possible
  - All children who require a place in a Victorian government school for Year 10 are provided with one
  - 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 sibling who lives at the same permanent residential address, and who will still be attending the said school in 2021, please identify the school's name, sibling's name, and 2021 year level of the sibling in the *Application*.
5. In order to assist the primary school to properly manage the Year 10 placement process, please ensure that all information provided to the school through the *Application* and other means, is accurate and current, including:
  - Contact phone numbers
  - Permanent residential address, and
  - Copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders and Child Protection Orders and/or an Informal Carer Statutory Declaration.
6. Once a Year 10 placement offer from a government secondary school has been accepted, 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, interests and skills. Non-electronic records containing your child's personal and health information may also be transferred at this time.
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. If your child is transitioning to a non-government school for Year 10 in 2021, the receiving non-government school may request personal and health information about your child. Subject to consent, your child's primary school will transfer this data as required.
10. 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.
11. If you require further information concerning transfer of your child's information, please contact the Year 9 Coordinator, Transition Coordinator or Principal at your child's primary school. For more information on the Department's Schools' Privacy Policy, please see: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>.
12. You can review the enrolment collection statement at:  
[https://edugate.eduweb.vic.gov.au/edrms/collaboration/ISP/Intranet\\_linked\\_docs/Collection\\_Statement-enrolment.docx](https://edugate.eduweb.vic.gov.au/edrms/collaboration/ISP/Intranet_linked_docs/Collection_Statement-enrolment.docx)

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