



**TARNEIT  
P-9COLLEGE**

20 April 2020

## **2021 YEAR 7 TRANSITION**

### **APPLICATION FOR YEAR 7 PLACEMENT & INFORMATION**

Re:

Dear Parents and Carers,

As your child is now in their final year of primary school, it is time to decide where they will begin secondary school.

Enrolling a child in Year 7 is an important choice. To support your decision making, the Department has launched a new website to help you locate your local school, and give you transparency of choice in public schools across the Victorian public school system.

Your child is guaranteed a place at their local designated neighbourhood school, however you can choose to request enrolment at another school if you prefer. The school will use the Placement Policy to consider the application.

### **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.**

Year 7 placements are determined by secondary schools. You will be sent notification of Year 7 placement for 2021 on **Wednesday 5 August 2020.**

If at any stage any details on the Application for 2021 Year 7 Placement changes, you are advised to notify the College immediately.

**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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### 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.

**Please note:** A presentation will be available from the 12 May 2020. This presentation will provide current Year 6 Students, Parents and Carers information in relation to 2021 Year 7 Transition. This presentation will be accessible via the College's Website <http://www.tarneitcollege.vic.edu.au/>. All Students, Parents and Carers are encouraged to watch this presentation.

If you require more information about the application process, Year 6 to Year 7 transition arrangements, or if you require assistance completing the form, please contact College Administration on 9749 0506.

Yours sincerely

Rynn Anderson  
Principal

Barry Devlin  
Assistant Principal

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# PRIVACY NOTICE

### APPLICATION FOR YEAR 7 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 7 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 7 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 7 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 7 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 7 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 6 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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