

Year 6 to Year 7

Transition Information Pack 2021-22

Guidance for parents and carers with Year 6 children at government schools in 2021

For placement in Year 7 in 2022



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GUIDE TO COMPLETING THE APPLICATION FORM AND LOCATING YOUR DESIGNATED NEIGHBOURHOOD GOVERNMENT SCHOOL

GUIDE FOR PARENTS/CARERS COMPLETING THE APPLICATION FOR YEAR 7 PLACEMENT 2022 FORM

The *Application for Year 7 Placement 2022* Form can be found at the end of this pack.

Designated neighbourhood schools can be identified online at www.findmyschool.vic.gov.au

Section/step	Responsible party
Section 1	Primary school to complete
Sections 2 – 6	Parents/carers to complete

Your child's primary school may pre-populate **Sections 1-4a** of the Application form prior to distribution.

Please check these details for accuracy and advise your primary school if any information they have pre-populated is incorrect.

HOW TO USE THE FINDMYSCHOOL.VIC.GOV.AU WEBSITE

1. Begin by visiting www.findmyschool.vic.gov.au
2. You can find your designated neighbourhood school by entering your residential address OR searching using the name of a school.
3. The result will show:
 - where the school is located within the zone and the residential address (if provided)
 - information about the school, its region and a link to the school website.
4. To refine results to the type of school, select 'Primary' or 'Secondary'. There is the option to filter results by year level for secondary schools.

To start a new search, simply replace the address or school name.

NOTE: If your property is intersected by a school zone line, your child residing at that property has the right to attend the school in either zone.

Year 6 to Year 7 Transition Timeline

PARENT/CARER COPY

STATEWIDE PLACEMENT TIMELINE AND PROCEDURES FOR 2021-2022

2021 Dates	Activity
Term 2: Monday 19 April 2021 – Friday 25 June 2021	
From Week 1, Term 2 2021	Government primary schools distribute information to all parents/carers of Year 6 students on how to access the Transition Information Pack . This pack includes the <i>Application for Year 7 Placement 2022</i> form.
Friday 14 May 2021	Parents/carers return the <i>Application for Year 7 Placement 2022</i> form to their child's government primary school by this date.
Term 3: Monday 12 July 2021 – Friday 17 September 2021	
Wednesday 4 August 2021	Government primary schools notify parents/carers of Year 6 students of Year 7 placement offers, in writing.
Thursday 5 August 2021	Parents/carers may commence lodging written placement appeals to their preferred secondary school using the Year 6 to Year 7 Transition Placement Appeal Form . Your child's primary school will provide you with this form.
Monday 16 August 2021	Closing date for parents/carers to lodge a written placement appeal with their preferred secondary school.
Friday 27 August 2021	Secondary schools notify all parents/carers in writing of the outcome of their placement appeal by this date. Note: If your appeal to your preferred secondary school is unsuccessful, you may lodge a further written appeal to the relevant Department of Education Regional Director. Please see the FAQ on the following pages for more information regarding appeals.
Tuesday 7 September 2021	Closing date for parents/carers to lodge a written placement appeal with the relevant Regional Director where they are unsuccessful with their appeal to the secondary school.
Term 4: Monday 4 October 2021 – Friday 17 December 2021	
Friday 29 October 2021	Regions notify all parents/carers in writing of the outcome of Regional Director placement appeals by this date. Note: this only applies to appeals received by the closing date of Tuesday 7 September 2021.
Tuesday 7 December 2021	Secondary schools host an Orientation Day for Year 6 students.

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

Designated neighbourhood schools and the Department's Placement Policy.

1. What is the legislation that gives my child or children the right to enrol in their designated neighbourhood school?

Children of compulsory school age are guaranteed the right to enrol in their designated neighbourhood school by *the Education and Training Reform Act 2006 (Vic)*, specifically S 2.2.13 (1), which states, "A child of compulsory school age is entitled to be enrolled at his or her designated neighbourhood Government school."

Designated neighbourhood schools can be identified online at www.findmyschool.vic.gov.au

2. What is a designated neighbourhood school?

The *designated neighbourhood school* is generally the government school within closest proximity to the student's permanent residential address, unless the Minister for Education or Regional Director has restricted the zone of the school.

For children residing in metropolitan areas, Ballarat, Bendigo or Geelong, the designated neighbourhood school is measured by a straight line from your permanent address. If you live in another area, it's measured by the shortest practical route by road and considers access issues.

For more information, please visit: <https://www.education.vic.gov.au/parents/going-to-school/Pages/zones-restrictions.aspx>

3. How can I find my designated neighbourhood secondary school?

Visit www.findmyschool.vic.gov.au and type in your permanent residential address. The website will then locate your designated neighbourhood Government school.

4. My property sits across two/multiple school zones. Which is my designated neighbourhood school?

Zones are based on proximity to closest school. In some cases, a zone may intersect or cross through parcels of land or properties. If your house sits across two or more school zones, then you have a right to attend any of those schools as your designated neighbourhood school.

5. If my child has two permanent addresses, how is their designated neighbourhood school decided?

If your child resides at multiple addresses, their 'permanent residence' is the address at which they spend the majority of their weekdays.

If your child spends an equal amount of time at two addresses, both addresses will be considered as their permanent address and they will be entitled to enrol in either one of the designated neighbourhood schools for both addresses.

6. Can my Year 6 child attend the secondary school their sibling currently attends even though we are no longer in the zone?

Students with a sibling at the same permanent address, who will be attending the school at the same time in 2022, will be given high-level preference, after students who live within the school zone. This is subject to school capacity and enrolment restrictions.

7. Can my child attend a government secondary school that is not our designated neighbourhood secondary school?

You can request a Year 7 placement at a school that is not your designated

neighbourhood school. All applications for Year 7 enrolment at a government schools are considered as per the Priority Order of Placement under The Department of Education and Training's Placement Policy.

8. What is the Department's Placement Policy?

The Placement Policy prioritises children and young people living within the school zone and the siblings of students already attending the school.

Guidance material makes it clear that a sibling relationship is defined to reflect modern family living arrangements. This includes younger and older siblings. A sibling can be defined to broadly include step-siblings residing together at the same permanent address and students residing together at the same permanent address as part of statutory out-of-home care arrangements, including foster care, kinship care and permanent care.

Enrolment on sibling grounds may also be considered for students permanently residing together in the one residence as part of multiple family cohabitation. Students seeking enrolment on sibling grounds must be residing together at the same permanent address and must be attending the school at the same time.

The Department also recognises there may be some situations where, due to exceptional circumstances, a student may be unable to enrol in their designated neighbourhood school, or it may not be in the student's best interests to enrol at their designated neighbourhood school. In these exceptional circumstances, enrolment at another school may be sought on compassionate grounds, noting that enrolment on this basis is only used in exceptional circumstances.

Parents/carers with children living outside a school's zone still have the choice to request enrolment at their a government school other than their local neighbourhood government school. If the school has sufficient capacity, the enrolment can be accepted.

This is consistent with current legislation and policy. The Department always seeks to ensure the policy is applied consistently across the state.

9. What is the Priority Order of Placement?

In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

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 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.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

For further information, please visit: [Placement Policy](#)

10. What are 'compassionate grounds' and how are they assessed?

In exceptional circumstances, compassionate grounds are where a student is unable to enrol in their designated neighbourhood school, or, is not in the student's best interest to enrol at their designated neighbourhood Government school.

Parents/carers must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at the designated neighbourhood school unsuitable for their child (for example, family violence or specific wellbeing, safety, physical health and/or mental health concerns).

Each application will be dealt with on a case-by-case basis, and additional information may be required to support the application.

More information on the Department's Privacy Policy is available here: <https://www.education.vic.gov.au/Pages/privacypolicy.aspx>

11. What evidence may I be asked to provide if I am making an appeal on compassionate grounds?

When making an appeal on compassionate grounds, schools and regions can request that you provide further evidence to support your application, including, but not limited to:

- legal documentation;
- reports from allied health and/or medical professionals, Department of Health and Human Services Practitioners, Victoria Police, family violence services, court orders, etc.

For more information, please see the Schools' Privacy Policy here: <https://www.education.vic.gov.au/Pages/privacypolicy.aspx>

Enrolling in a secondary school

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

The Department's website contains comprehensive information on the transition from Year 6 to Year 7.

For information please visit: <https://www.education.vic.gov.au/parents/going-to-school/Pages/year-6-to-7.aspx>

13. Where can I find schools in my area?

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

- Victorian Government schools: <https://www.education.vic.gov.au/findaservice/Home.aspx> and www.findmyschool.vic.gov.au
- Catholic schools: <http://www.cecv.catholic.edu.au/School-Directory-Search>
- Independent schools: [services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx](http://www.services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx)

14. How do I register my child for home schooling in 2022?

When you decide to educate your child at home, you take on responsibility for:

- planning their learning
- teaching them
- assessing what they've learnt.

To apply to register for home schooling you need to submit to the Victorian Registration and Qualifications Authority (VRQA):

- a completed application form;
- necessary documentation such as proof of your child's identity;
- a learning plan detailing how you intend to address the learning areas.

For more information see: <https://www.vrqa.vic.gov.au/home/Pages/homeeducation.aspx>

15. What should I do if my child will be attending a non-government school (Catholic or independent) for Year 7 in 2022 OR I am registering my child with the VRQA for home schooling in 2022?

Confirmed Placement: If you are sure that you already have a place for your child in a non-government school to commence in 2022, or your child's registration for home schooling has been approved by the VRQA, you are not required to complete Section 4 of the *Application for Year 7 Placement* form. Instead, please complete Section 5.

Unconfirmed placement: If you have applied for a place for your child in a non-government secondary school to commence in 2022, but have not had this placement confirmed, or the VRQA is still assessing your child's registration application for home schooling,

you may also apply for a place in a government school by completing section 4B.

Late confirmation of placement: If your child is granted a Year 7 place in a non-government secondary school, or your child's registration for home schooling is approved by the VRQA, after you have been allocated a place in a government school, you should notify your child's primary school immediately.

16. Where can I find information about enrolment for fee-paying international students?

Fee-paying international students can apply for enrolment in a government school at www.study.vic.gov.au or apply directly to non-government (Catholic or independent) schools.

17. My child has a disability. How can I ensure their needs are met?

The principles of effective transition planning, and placement, for students with disabilities 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.

More information about inclusive education is available on the Department's website: <https://www.education.vic.gov.au/parents/additional-needs/Pages/default.aspx>

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

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

For more information, please see: <https://www.education.vic.gov.au/parents/going-to-school/Pages/travel-school.aspx>

The Application for Year 7 Placement 2022 Form (the Application form)

19. Who should be the first point of contact for enquiries about the Year 6 to Year 7 transition process?

The Year 6 Coordinator, Transition Coordinator or Principal of your child's primary school can help you with any questions you may have about the transition process.

20. How many secondary schools can I preference on the Application form?

You may list up to three government schools, in your order of preference, in section 4B.

21. Do I need to identify three secondary school preferences if my first preference is my designated neighbourhood school?

No. It is sufficient to identify one preference if that school is your designated neighbourhood school.

22. What happens if my child does not receive a place in their preferred secondary school, or schools?

Your child will be allocated to their designated neighbourhood school.

23. What happens if I do not return the Application form on time?

Your child will be allocated to their designated neighbourhood school.

24. Do I need to complete the Application 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?

No. If your Year 6 child is **continuing** at the same school (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 9 school), the Application 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 in 2022, the Application form needs to be completed.

25. How do I apply for a Year 7 placement at the government secondary school

where my Year 6 child's sibling is currently enrolled?

If you wish your child to attend the same government secondary school as their sibling, who resides at the same permanent residential address *and* who will be continuing at the school in 2022, please ensure the *Sibling Claim* information is completed in Section 4C of the Application form. Enrolment on sibling grounds is subject to school capacity and enrolment restrictions.

26. Who may sign the Application form?

Where practicable, all parents/carers with parental responsibility for a child should sign and submit a single application for placement form.

For the purposes of this form, a parent includes any person who has parental responsibility for the child including by way of Court order or parenting plan, a guardian for students and an informal carer of the child under an Informal Carer Statutory Declaration.

For further information, please visit: <https://www2.education.vic.gov.au/pal/decision-making-responsibilities-students/policy>

Note: where it is not practicable or possible for parents/carers to sign a single Application form, this should be communicated to your child's primary school who will work with you and the Department's regional office to develop a solution for the specific situation of your family.

It is expected that if parents/carers have difficulty reaching agreement, the dispute should be resolved between the parents/carers through discussion, attendance at the Family Relationship Centre or at Court.

It is not the responsibility of the Department, or the schools, to assist with this decision making process.

27. What happens if I can't physically sign the form or do an electronic signature?

If emailing the application and parents/carers are unable to add an electronic signature or scan a signed copy of the application form,

they are able to provide authorisation in the email with the following wording:

'I confirm that:

- I am the person named as completing the attached application form; and
- the information and preferences in completed application form are true and correct; and
- I agree to authorise the Application Form by electronic means and without a signature.'

28. What happens if I change my mind once my child's Year 7 placement has been accepted?

You must contact your child's primary school as soon as possible to advise them of your change of mind. The primary school will liaise with the secondary school(s).

Placement appeals

29. How do I make an appeal about my child's Year 7 placement for 2022?

In the first instance, parents/carers should lodge a written appeal with the preferred secondary school. This is the school at which your child has been unsuccessful in gaining a Year 7 placement.

Your appeal may be lodged using the **Year 6 to Year 7 Transition Placement Appeal form**. Your child's primary school will provide you with a copy of this form.

This written appeal should be lodged with the preferred secondary school, by **Monday 16 August 2021**.

It will be considered by the school's placement committee and/or Principal and you will receive written notification of the outcome by **Friday 27 August 2021**.

30. What happens if my appeal to my preferred secondary school is not successful?

If your appeal to your preferred secondary school is unsuccessful and you believe that your grounds have not been adequately considered by the school's placement committee and/or Principal, you may lodge a

further written appeal to the relevant Department of Education and Training Regional Director by **Tuesday 7 September 2021**.

Appeals to the Regional Director may not be considered if you have not appealed to your preferred secondary school in the first instance.

Appeals are considered by a panel of senior regional staff that assess the appeal against the priority order of placement, and in exceptional circumstances, on compassionate grounds.

This panel provides a recommendation to the relevant Regional Director who makes the final decision. You will receive written notification of the outcome by **Friday 29 October 2021**. This outcome **concludes** the appeal process.

31. Can I lodge an appeal to the relevant Regional Director after the closing date of Tuesday 7 September 2021?

This date is set to ensure all Year 6 students have the opportunity to participate in the Year 7 Orientation Day on 7 December 2021, which is a vital step in a student's successful transition to secondary school.

Any appeals received after this date will be considered at the discretion of the relevant Regional Director and **may not be accepted**. If you wish to lodge an appeal after **Tuesday 7 September 2021**, you should contact your regional office for advice.

32. 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, here:

<https://www.education.vic.gov.au/about/contact/Pages/regions.aspx>

Privacy Notice

APPLICATION FOR YEAR 7 PLACEMENT 2022 FOR

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 2022 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. 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 sibling who lives at the same permanent residential address, and who will still be attending the said school in 2022, please identify the school's name, sibling's name, and 2022 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, and
 - c. 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 to support your child's wellbeing or safety, including information about 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 2022, the receiving non-government school may request personal and health information about your child. Subject to consent, or unless such disclosure is required or authorised by law, your child's primary school will transfer this data.
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

Application for Year 7 Placement 2022

This form must be completed using **BLOCK LETTERS** by parents/carers of Year 6 students transitioning into a government secondary school for Year 7 in 2022.

If a Year 6 student is at a Prep to Year 9 or Prep to Year 12 school, and is **not** leaving the school, you do not have to complete the form.

Please return this Application to your child's primary school by **Friday 14 May 2021**.

To read the Department's Placement Policy including the priority order of placement, please visit: www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy

SECTION 1: PRIMARY SCHOOL DETAILS

Year 6 Student's Current Primary School	
Campus (if applicable)	
VSN	

SECTION 2: YEAR 6 STUDENT DETAILS

Family Name			
First Given Name	Date of Birth (dd-mm-yyyy)	___ / ___ / ___	
Second Given Name	Gender		
Preferred name (if applicable)			
Current Permanent Residential Address			
Apartment Number (if applicable)			
Street Number and Name			
Suburb	Postcode		
Current mailing address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different (complete below)		
Street Number and Name			
Suburb	Postcode		

SECTION 3: PARENT OR CARER DETAILS

Adult A		Adult B	
Relationship to Child (Parent, Carer, Step-Parent, Grandparent, etc.)		Relationship to Child (Parent, Carer, Step-Parent, Grandparent, etc.)	
Title (Ms, Mrs, Mr, etc)		Title (Ms, Mrs, Mr, etc)	
Given Name		Given Name	
Family Name		Family Name	
Mobile Number		Mobile Number	
Phone Number (home)		Phone Number (home)	
Email address		Email address	
On weekdays, student lives with Adult A (tick one)	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with Adult B) <input type="checkbox"/> Sometimes or Never	On weekdays, student lives with Adult B (tick one)	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with Adult A) <input type="checkbox"/> Sometimes or Never
Permanent Residential Address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:	Permanent Residential Address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:
Nominate primary contact for all calls and correspondence (tick one)	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults <input type="checkbox"/> Neither		

SECTION 4: GOVERNMENT SCHOOL PLACEMENT PREFERENCES

Complete **Section 4** if:

- you are seeking a Year 7 placement in a government school; **OR**
- you are in doubt of a Year 7 placement at a non-government (Catholic or independent) school; **OR**
- you have not received the outcome of your child's registration application for home schooling.

SECTION 4A: DESIGNATED NEIGHBOURHOOD SCHOOL

To locate your child's designated neighbourhood school for Year 7 in 2022, enter your permanent residential address at www.findmyschool.vic.gov.au

Your designated neighbourhood school *(include campus if applicable)*

SECTION 4B: SECONDARY SCHOOL PREFERENCES

List up to three government schools in your order of preference below. You can list your designated neighbourhood school as your only preference or as your second or third preference.

You do not have to list three schools, however if your child is unable to be placed at any of your preferred schools, your child's placement will be referred to your designated neighbourhood school, as listed in Section 4A.

If you would like to request placement for your Year 6 child under a sibling claim, please also complete **Section 4C**.

Government school name <i>(include campus if applicable)</i>		Office Use Only - Date of Distribution
1		
2		
3		

SECTION 4C: SIBLING CLAIM

A sibling claim can be made where:

- 1) the sibling resides at the same permanent residential address as your Year 6 child; and
- 2) the sibling is currently enrolled at the school; and
- 3) the sibling will continue to be enrolled at the school in 2022.

Include the name of the school and the 2022 Year level of the sibling below.

Government school name	Name of sibling	Year level in 2022

SECTION 5: NON-GOVERNMENT SCHOOL (CATHOLIC OR INDEPENDENT) OR HOME SCHOOLING PLACEMENTS

Only complete **Section 5** if you have received confirmation of a place in a non-government school **OR** if you have confirmed registration for your child for home schooling in 2022.

You are also encouraged to complete Section 4 if you:

- are in doubt about the status of the non-government school place; or
- you have a confirmed non-government place but would still like to be considered for a government place for Year 7 in 2022; or
- your registration for home schooling is still being assessed by the VRQA.

If you have already applied for, or believe you will be applying for, home schooling or a placement in a non-government school for 2022, please indicate the name of the school below.

Name of Catholic or independent school	Confirmed Place
	YES / NO
Home schooling	Details
Date application form sent to the VRQA	/ / 2021
Outcome of application	APPROVED / REFUSED

SECTION 6: SIGNATURE OF PARENTS OR CARERS

Please see page 12 for the full Privacy Notice.

- I have read this form and the attached Privacy Notice.
- I certify that all the above information is correct.
- I agree to the disclosure of my child's information for the purpose of Year 7 placement.
- (*If applicable*) I have attached the most recent copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
- (*If applicable*) I have attached confirmation that my child has been accepted into a non-government school in 2022.
- (*If applicable*) I have attached confirmation that I have registered my child with the Victorian Registration and Qualifications Authority for home schooling in 2022.

Adult A signature		Adult B signature	
Date	/ /2021	Date	/ /2021