

# Privacy Notice

## Application for Year 7 Placement 2023 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 2023 form (the Application)*, before providing it to you, from information already held in its records.
3. The *Application* asks for personal information such as your child's given name, family name, VSN, 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 in accordance with the *Education and Training Act 2006*
  - 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 a sibling who lives at the same permanent residential address, and who will still be attending the said school in 2023, please identify the school's name, sibling's name, and 2023 year level of the sibling in the *Application*.
5. You are requested to provide details about your child's placement in a non-government school or home-school application for your child, including the name of the non-government school and whether the placement is confirmed or the outcome and date of a home-school application. This information will be used to assist with the planning of placements in government schools and ensure your child has a confirmed placement in a school.
6. In order to assist the primary school to properly manage the Year 7 placement process and to contact you in relation to this, please ensure that all information provided to the school through the *Application* and other means, is accurate and current, including:
  - a. Parent or carer details, including contact phone numbers and email addresses
  - 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.
7. 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.
8. 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.
9. 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.
10. If your child is transitioning to a non-government school for Year 7 in 2023, 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.
11. 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.
12. All information received by the Department will be securely stored and handled in accordance with the Schools' Privacy Policy.
13. If you require further information concerning transfer of your child's information, or would like to update any information that you provided, 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>
14. You can review the Department privacy collection statement at: [https://edugate.eduweb.vic.gov.au/edrms/ISP/Intranet\\_linked\\_docs/Privacy\\_Collection\\_Notice.docx](https://edugate.eduweb.vic.gov.au/edrms/ISP/Intranet_linked_docs/Privacy_Collection_Notice.docx)

## Application for Year 7 Placement 2023

Section/step	Responsible party
Section 1	Government primary school to complete
Sections 2 – 6	Parents/carers to complete
Your child's primary school may complete <b>Sections 1-4a</b> of the Application form prior to distribution. Please check these details for accuracy and <b>advise your primary school if any information they have completed is incorrect.</b>	

**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 2023.**

**Please return this Application to your child's primary school by Friday 13 May 2022.** 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](http://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy)

### Section 1: Primary School details

Year 6 Student's Current Primary School			
VSN			
Fee Paying International Student*	YES / NO	International Student ID	

\*Fee Paying International Students should make a new application via the Online Application Process at [www.study.vic.gov.au/en/Pages/default.aspx](http://www.study.vic.gov.au/en/Pages/default.aspx)

# Application for Year 7 Placement 2023 (cont'd)

## Section 2: Year 6 student details

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

# Application for Year 7 Placement 2023 (cont'd)

## Section 3: Parent or Carer details

Adult A		Adult B	
<b>Relationship to Child</b> (Parent, Carer, Step-Parent, Grandparent, etc.)		<b>Relationship to Child</b> (Parent, Carer, Step-Parent, Grandparent, etc.)	
<b>Title</b> (Ms, Mrs, Mr, etc)		<b>Title</b> (Ms, Mrs, Mr, etc)	
<b>Given Name</b>		<b>Given Name</b>	
<b>Family Name</b>		<b>Family Name</b>	
<b>Mobile Number</b>		<b>Mobile Number</b>	
<b>Phone Number</b> ( <i>home</i> )		<b>Phone Number</b> ( <i>home</i> )	
<b>Email address</b>		<b>Email address</b>	
<b>On <u>weekdays</u>, student lives with Adult A</b> ( <i>tick one</i> )	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with <b>Adult B</b> ) <input type="checkbox"/> Sometimes or Never	<b>On <u>weekdays</u>, student lives with Adult B</b> ( <i>tick one</i> )	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with <b>Adult A</b> ) <input type="checkbox"/> Sometimes or Never
<b>Permanent Residential Address</b>	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> <b>Different</b> to Section 2, please complete:	<b>Permanent Residential Address</b>	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> <b>Different</b> to Section 2, please complete:
<b>Nominate primary contact for all calls and correspondence</b> ( <i>tick one</i> )		<input type="checkbox"/> Adult A	<input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults

# Application for Year 7 Placement 2023 (cont'd)

## 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 2023, enter your permanent residential address at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

<b>Your designated neighbourhood school</b> <i>(include campus if applicable)</i>	
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### 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**.

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

# Application for Year 7 Placement 2023 (cont'd)

## Section 4C: Sibling Claim

A sibling claim can be made for government schools 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 2023.

**Include the name of the school and the 2023 year level of the sibling below.**

Government school name	Name of sibling	Year level in 2023

## 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 2023.

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 2023; 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 2023, 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	/ / 2022
Outcome of application	APPROVED / REFUSED

# Application for Year 7 Placement 2023 (cont'd)

## 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 2023.
- (If applicable)* I have attached confirmation that I have registered my child with the Victorian Registration and Qualifications Authority for home schooling in 2023.

<b>Adult A signature</b>		<b>Adult B signature</b>	
<b>Date</b>	/ / 2022	<b>Date</b>	/ / 2022