TO PARENTS/CARERS OF CHILDREN IN YEAR 6

Dear Parent/Carer

PLACEMENT IN YEAR 7 AT SECONDARY SCHOOL IN 2016

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 2016.

A Frequently Asked Questions document has been prepared that outlines the various options available to you and your child. It is important that you read this document carefully as there are factors that may limit eligibility for entry into some schools. 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 and/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 22 May 2015.

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.

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

JOHN ALLMAN
Regional Director
South Eastern Victoria Region
/
/ 2015
Year 6 to Year 7 Transitions: Frequently Asked Questions (Parents/Carers)

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


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

- **Catholic schools:** [http://web.cecv.catholic.edu.au/schools/default.asp](http://web.cecv.catholic.edu.au/schools/default.asp)
- **Independent schools:** [http://services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx](http://services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx)

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 needs, such as 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**;
- **Distance education**;
- **Home schooling**; and
- **Non-government schools**.


Are all placement applications to government secondary schools accepted?
All placement applications for Year 7 at a government secondary school are subject to the following principles:

- to provide each child with the right to a place in the **designated neighbourhood school** (see FAQ below);
- wherever practical, to provide parents/carers with the 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;
- to allow parents/carers not wishing to send their child to the designated neighbourhood school to select any other school in which space is available; and
- to contain enrolments in each secondary school within the limits of resources as determined by the DET Regional Director.

The list of government secondary schools within the South Eastern Victoria Region accepting Year 7 enrolments in 2016 is attached.

**What is a “designated neighbourhood school”?**
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 the school to your child’s permanent residential address. In any other area it is the nearest school by the shortest practicable route.

Within the South Eastern Victoria Region, however, a number of government secondary schools will not be able to accommodate all students who wish to enrol. In these schools, approval has been given by the DET Regional Director to restrict the number of enrolments. For these schools, a specific designated neighbourhood zone (i.e. area or boundary) has been identified. In such circumstances, your child’s designated neighbourhood school may not be the nearest school.


**Can my child attend a government secondary school if we live outside of the designated neighbourhood zone?**
All requests from parents/carers living outside the specific designated neighbourhood 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 will be enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood government school.
2. Students with a sibling at the same permanent residence who are attending the school at the same time.
3. Students seeking enrolment on specific curriculum grounds, where it is not provided by the student’s nearest government school. (for example, this criterion applies to senior secondary programs including VCE, VET and VCAL, language continuity, SEAL programs and Select Entry Schools)
4. All of the other students in order of closeness of their permanent residence to the school.

In exceptional circumstances, compassionate grounds.

**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 be attending the secondary school in 2016), please ensure the “Sibling Claim” information is included in Section 4 of the Application for Year 7 Placement form.

**What should I do if I want to enrol my child in a government secondary school with multiple campuses?**

There are several multi-campus government secondary schools in the South Eastern Victoria Region with 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. These schools are:

- Keysborough College
- Kurnai College
- Sandringham College

**What is the process for a parent/carer lodging an appeal against a placement 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 Friday 28 August 2015 where it will be considered by the principal. Parents/carers must be notified of the outcome of this appeal by Friday 4 September 2015. Any further appeal should be lodged in writing outlining the grounds for appeal, to the DET Regional Director by Friday 11 September 2015. Appeals are considered based on the priority order of placement.

**My child has a disability and/or learning difficulty. How can I ensure their additional needs are met?**

There are a range of options available to assist students with disabilities and/or learning difficulties to access quality education that meets their needs. Communication with the new school, and between the primary school and secondary school is essential and should commence by the beginning of Year 6 at the latest. 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’ available at http://www.education.vic.gov.au/Documents/teachers/teachingresources/diversity/Transpfromprimarytosecondary.pdf.

**Is there any assistance with travelling to school?**

A range of transportation options are available to eligible students including the School Bus Program, travel to specialist schools, Students with Disabilities Transport Program and conveyance allowance. For more information, please see http://www.education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx.

**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, 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 in a non-government secondary school 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 must notify your primary school immediately.

**Where can I find information about placement applications for international students?**

For more information, please see http://www.education.vic.gov.au/school/parents/secondary/Pages/international.aspx.
Year 6 to Year 7 Transitions: Schools in South Eastern Victoria 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)
Kooweerup 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
McClelland 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
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)
**Section 1: School Details**

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

**Section 2: Student Details**

<table>
<thead>
<tr>
<th>Given Name</th>
<th>Date of Birth</th>
<th>Family Name</th>
<th>Gender</th>
<th>Permanent Residential Address</th>
<th>Suburb</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 3: Parent/Carer Details**

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

**Section 4: Government School Placement Preferences**

Complete this section if you are seeking a place in a government school. Complete Section 5 if you have a confirmed 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 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 enrolled at the school in 2016.

<table>
<thead>
<tr>
<th>Government School Name</th>
<th>Sibling Claim</th>
<th>Office Use Only: Date of Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 5: Non-Government School Placement**

If you have already applied for, or believe you will be applying for, a placement in a non-government school for 2016, 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 2016, they will seek information about you and your child. All information collected about you and your child will be kept confidential and only used for the purpose of Year 7 placements. If you have any concerns about the disclosure of the information or object to the disclosure, 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 only for the purpose of Year 7 placement.
- I certify that all of the above information is correct.

<table>
<thead>
<tr>
<th>Contact 1 Signature</th>
<th>Contact 2 Signature</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Year 6 to Year 7 Transitions: Privacy Notice

1. Sections of the attached Application for Year 7 Placement form may be pre-populated by the primary school your child attends based on information in their records. Personal details such as your child’s given name, family name, date of birth, gender and permanent residential address are necessary to ensure that:
   a. you are provided with as much choice as possible;
   b. all children who require a place in a government school for Year 7 are provided with one; and
   c. the transition process is as smooth as possible for your child.

2. If you wish your child to attend a government school currently being attended by an older sibling who lives at the same permanent residential address, we ask you to identify the school’s name, sibling’s name, and current year level of the sibling in the Application for Year 7 Placement form.

3. 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 for Year 7 Placement form, and other means, is accurate and current, including:
   a. Contact phone numbers;
   b. Permanent residential address;
   c. Emergency contact details; and
   d. Family Law Court Orders.

4. Once a Year 7 placement offer has been made by a government school, and you have accepted this offer, administrative information about you and your child will be sent to the school electronically by the Department of Education and Early Childhood Development’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.

5. Once you have accepted an offer from a government school for Year 7 by enrolling your child, the school may request additional information about your child’s educational abilities and interests, values and skills from you. This request may come from your child’s primary school or directly from the secondary school. Where additional support is required to assist the transition to Year 7, the primary school will forward the secondary school information about your child’s health and wellbeing and/or individual learning plan. The school may also request your attendance at a Student Support Group meeting.

6. If you require further information concerning the disclosure of your child’s information or object to the disclosure, please contact your child’s primary school.