TO PARENTS OF CHILDREN IN YEAR 6

Dear Parent/Guardian

PLACEMENT IN YEAR 7 AT SECONDARY SCHOOL: 2014-2015

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 2015.

A Frequently Asked Questions document has been prepared that outlines the various options available to you and your child. 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 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 Year 6 Coordinator no later than Friday 23 May, 2014.

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 enrolments 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 Year 6 Coordinator or primary school principal.

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
11 / 03 / 2014
Where can I find general information about the transition to Year 7?
The Department of Education and Early Childhood Development’s website contains comprehensive information on the transition from Year 6 to Year 7. For more information, please see http://www.education.vic.gov.au/school/parents/secondary/Pages/starting.aspx.

How can I find a list of schools in my area?
To find a list of secondary schools by location, please see:
- Independent schools: http://services.is.vic.edu.au/ebiz/collectionservice/schoollocator.aspx

What should I consider when choosing a secondary school?
There are many things to consider ensuring the school is the best fit for your child’s learning and development, 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;
- Non-government schools;
- Distance education; and
- Home schooling.

Are all enrolment applications to government secondary schools accepted?
All applications for Year 7 enrolment 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/guardians 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/guardians 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 Regional Director.

The list of government secondary schools within the South Eastern Victoria Region accepting Year 7 enrolments in 2015 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 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 young people who wish to enrol. In these schools, approval has been given by the 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 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?
If you select a government secondary school other than your child’s designated neighbourhood school as your first preference, you should consider providing at least two other preferences in Section 3 of the Application for Year 7 Placement form. If these preferences are not successful, your child will be automatically placed into their designated neighbourhood school.
All requests from parents 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 young people who seek entry, young people will be enrolled in the following priority order:
- Students for whom the school is the designated neighbourhood government school.
- Students with a sibling at the same permanent residence who are attending the school at the same time.
- 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).

- All 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 2015, 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 lodging an appeal against an enrolment allocation decision?
Any appeal by parents/guardians against a government secondary school’s decision not to provide a Year 7 placement must be lodged with the preferred secondary school by Friday 29 August where it will be considered by the principal. Parents/guardians must be notified of the outcome of this appeal by Friday 5 September. Any further appeal should be lodged in writing outlining the grounds for appeal, to the DEECD Regional Director by Friday 12 September. Appeals are considered based on the priority order of placement.

My child has a disability. How can I ensure their additional needs are met?
There are a range of options available to assist young people with disabilities to access quality education that meets their needs. Should your child meet the criteria for entry into a special school or special developmental school, information about these schools will be provided by your primary school.
For more information, please see http://www.education.vic.gov.au/school/parents/needs/Pages/default.aspx

Is there any assistance with travelling to school?
A range of transportation options are available to eligible young people, 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 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 are asked to notify your primary school immediately.

Where can I find information about enrolment 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
Bombala High School
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
Gleneagles Secondary College
Hampton Park Secondary College
Kambrya College
Keysborough College (Acacia Campus, Isaac Rd)
Keysborough College (Bankside 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
Malvern Central School
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
Narrare 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 (Beaumaris Campus)
Sandringham College (Sandringham 7-10 Campus)
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

Specialist Schools
Baringa
Bass Coast Specialist School
Bayside SDS
Berendale School
Dandenong Valley SDS
East Gippsland SS
Emerson School
Frankston SDS
Latrobe SDS
Katandra School
Marnebek School
Mornington SDS
Officer Specialist School
Naranga School
Nepean Special School
Springvale SDS
Peninsula SDS
Port Phillips SS
Sale SS
South Gippsland SS
Southern Autistic School
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)
Year 6 to Year 7 Transitions: Application for Year 7 Placement

Section 1: School Details

<table>
<thead>
<tr>
<th>Student’s Primary School Name</th>
<th>Student’s 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>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Residential Address</td>
<td>Melway ID</td>
<td>Suburb</td>
<td>Post Code</td>
</tr>
</tbody>
</table>

Office Use Only:

| VSN: | if applicable | PSD ID: | International Student ID: |

Section 3: Parent/Guardian Details

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

Complete Section 4 if you are seeking a place in a government school. Complete Section 5 if you have confirmed a 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.

Section 4: Government School Placement Preferences

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 2015.

<table>
<thead>
<tr>
<th>Government School Name</th>
<th>Sibling Claim</th>
<th>2014 Year Level</th>
<th>Date of Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
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<td>2:</td>
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<td>3:</td>
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</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 2015, 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/Guardians

Privacy Notice Summary: To assist primary schools with the placement of Year 6 students in a government school for Year 7 in 2015, 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 privacy of the information, 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>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</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. that 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 brother or sister 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. This request may come from your child’s primary school or directly from the secondary school.

6. If you require further information concerning the transfer of your child’s information, please contact your child’s primary school.