

## Year 6 to Year 7

# Transition Information Pack 2021-22

Guidance for Parents and Carers with Year 6 Children at **Non-Government** Schools (Catholic, Independent and Home Schooling)

*For placement in Year 7 in 2022*

The Department of Education and Training recognises that in some instances, a local arrangement is in place for non-government primary schools to manage application forms for Year 7 placements in government secondary schools on behalf of parents/carers of students in non-government primary schools.

The advice in this document supports parents/carers with Year 6 children at non-government primary schools who may be considering applying for a place in a government secondary school.

This Transition Information Pack includes the *Application for Year 7 Placement 2022* Form and is available on the [Department of Education and Training website](#).

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Education  
and Training

# From the Department of Education and Training

## PLACEMENT OF STUDENTS COMMENCING YEAR 7 IN 2022

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. If you are considering a government school for your child's secondary education, you are required to complete the *Application for Year 7 Placement 2022* form and follow the process included in this information pack.

Enrolling your child, or children, in Year 7 is an important choice. The Department's [findmyschool](https://www.findmyschool.vic.gov.au) website allows you to locate your designated neighbourhood government school based on your permanent residential address. The website is the official and most up to date source of information on school zone maps.

Your child has a right to enrol in their designated neighbourhood government school; this right is set out in the [Education and Training Reform Act 2006](#). Your designated neighbourhood school is determined on the basis of your permanent residential address. Every designated neighbourhood school is a great school that provides a supportive environment that fosters the emotional and intellectual growth of their students.

Applications to government schools other than your designated neighbourhood school are considered subject to the school having available spaces, as outlined in the Department's Placement Policy.

The attached transition timeline and *Frequently Asked Questions* (FAQs) document will help you navigate the transition process.

### What you need to do

1. Read the Department's Placement Policy including the priority order of placement at: [Placement Policy](#)
2. Locate your designated neighbourhood school or preferred secondary schools using [www.findmyschool.vic.gov.au](https://www.findmyschool.vic.gov.au)
3. Complete the *Application for Year 7 Placement 2022* form by **Friday 14 May 2021** and return to either:
  - Your child's non-government primary school by; **OR**
  - Directly to your preferred government secondary school.

If your child's non-government primary school is managing the placement process on your behalf, they will notify you of your Year 7 placement offer for 2022. Where this is not the case, you must submit your application directly to your first preference secondary school who will commence the placement process. If unable to place your child they will forward the application to the second preference school and so on until your child is placed. The school able to accommodate your child will notify you of the outcome of your application. If your preferred secondary schools are unable to offer you a place, you are guaranteed a place at your designated neighbourhood school. All applications are considered based on the Placement Policy's priority order of placement.

All parents/carers will be notified in writing of their child's Year 7 placement offers on **Wednesday 4 August 2021**.

We wish your child well in their transition to Year 7 and trust that secondary schooling will be a richly rewarding experience.

# 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](http://www.findmyschool.vic.gov.au)

Section/step	Responsible party
Section 1	Primary school <i>may</i> pre-fill <b>OR</b> parents/carers to complete
Sections 2 – 6	Parents/carers to complete

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

1. Begin by visiting [www.findmyschool.vic.gov.au](http://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 (for Government sector)

## PARENT/CARER COPY

### STATEWIDE PLACEMENT TIMELINE AND PROCEDURES FOR 2021-2022

2021 Dates	Activity
From Week 1, Term 2 2021	<p><b>Parent/Carer Transition Information Pack</b> available for download from the Department's website: <a href="https://www.education.vic.gov.au/parents/going-to-school/Pages/year-6-to-7.aspx">https://www.education.vic.gov.au/parents/going-to-school/Pages/year-6-to-7.aspx</a></p> <p>This pack includes the <i>Application for Year 7 Placement 2022</i> form.</p>
Friday 14 May 2021	Parents/carers return the <i>Application for Year 7 Placement 2022</i> form by this date.
Wednesday 4 August 2021	Parents/carers of Year 6 students are notified of Year 7 placement offers, in writing.
Thursday 5 August 2021	Parents/carers may commence lodging written placement appeals to their preferred government secondary school using the <b>Year 6 to Year 7 Transition Placement Appeal Form</b> .
Monday 16 August 2021	<b>Closing date</b> for parents/carers to lodge a written placement appeal with their preferred secondary school.
Friday 27 August 2021	<p>Secondary schools notify all parents/carers in writing of the outcome of their placement appeal by this date.</p> <p><b>Note:</b> 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 <b>FAQ</b> on the following pages for more information regarding appeals.</p>
Tuesday 7 September 2021	<b>Closing date</b> 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.
Friday 29 October 2021	<p>Regions notify all parents/carers in writing of the outcome of Regional Director placement appeals by this date.</p> <p><b>Note:</b> this only applies to appeals received by the closing date of Tuesday 7 September 2021.</p>
Tuesday 7 December 2021	Government secondary schools host an Orientation Day for Year 6 students.

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

## 1. My child attends a Catholic or independent primary school. How do I lodge an *Application for Year 7 Placement* form?

Complete the *Application for Year 7 Placement* form and submit it to your preferred government secondary school, or your child's non-government primary school.

Your Department regional office can answer any questions you have to complete the form.

## 2. My child is home schooled. How do I apply for a place at a government secondary school?

Complete the *Application for Year 7 Placement* form and submit the form to your preferred government secondary school.

Your Department regional office can answer any questions you have to complete the form.

## 3. How do I find the contact details of my Department 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>

## **Designated neighbourhood schools and the Department's Placement Policy**

## 4. 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](http://www.findmyschool.vic.gov.au)

## 5. 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>

## 6. How can I find my designated neighbourhood secondary school?

Visit [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) and type in your permanent residential address. The website will then locate your designated neighbourhood Government school.

## 7. How do I use the [findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) website?

Please see instructions on page 4 of this pack.

## 8. 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.

## 9. 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.

**10. Can my Year 6 child attend the government 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.

**11. 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.

**12. 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 in 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 that is not your designated neighbourhood 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.

**13. 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.

#### **14. 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>

#### **15. 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, see: Schools' Privacy Policy here:

<https://www.education.vic.gov.au/Pages/privacypolicy.aspx>

### **Enrolling in a secondary school**

#### **16. Where can I find general information about the transition to Year 7 at a government school?**

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>

#### **17. 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>

#### **18. My child has a disability. How can I ensure their needs are met at a government secondary school?**

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>

**19. What assistance is available to support my child's travel to and from a government secondary 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 visit:

<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)**

**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. 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.

**24. 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, see: <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 or your preferred government secondary 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.

**25. 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.

### **Placement appeals**

#### **26. 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** which will be available either from your primary school or the preferred secondary school.

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**.

#### **27. 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.

#### **28. 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 in December 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.

#### **29. 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 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 of the attached *Application for Year 7 Placement* 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. that 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 future 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
  - c. Emergency contact details
  - d. 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. When a student has been accepted at a Victorian government school, the school may request additional information about your child's educational abilities, interests, skills, or other relevant information from your child's primary school, in order to promote your child's wellbeing or safety. This includes personal and health information about each student. Information will be disclosed subject to consent, unless such disclosure is authorised or required by law.
7. 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.
8. 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.
9. If you require further information concerning transfer of your child's information, please contact your child's primary school.