

Year 6–7 Transition 2019–2020

**Parent Information
Region – South West Victoria**

Year 5 and 6 Families

Exploring your options early will also give you time to visit different schools, attend information sessions and find a school that meets your child's needs and aspirations.

Please take time now to contact and visit the government and/or non-government schools you are considering.

Most secondary schools advertise their open days and information evenings on their websites.

Enrolment strategy and priority order of placement

The enrolment strategy will reflect the *Priority order of placement* clause in the *Placement Policy* of the School Policy & Advisory Guide:

Where there is insufficient accommodation at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighborhood 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 students in order of closeness of their permanent residence to the school.
5. In exceptional circumstances, compassionate grounds.

Neighbourhood Schools

- ▶ **Does a government school have to enrol all students for whom they are the designated neighbourhood school?**
- ▶ Yes
- ▶ **How do primary schools determine the government “designated neighbourhood school” for students?**
- ▶ Primary schools **can** identify the designated neighbourhood government secondary school for each Year 6 student based on the student’s permanent residential address in Year 6. Parents now have access to the [School Zones](#) find the designated neighbourhood government secondary school.

Closest School?

- ▶ **Do students have to enrol in the government secondary school closest to their home?**
- ▶ No, not necessarily. Families may choose to send their child to a different secondary school, if there are places available. However, enrolment boundaries may affect whether these choices can be supported.

How to find out your neighbourhood school

The Department of Education have information about finding neighbourhood schools on the [School Zones](#) website for government, Catholic and independent schools.

Use [Find my school](#) to search for your local government school. This is the most up to date school zones map.

Preferred School?

What happens if a student does not receive a place in their preferred schools?

- ▶ The student will be allocated to their designated neighbourhood school.

Key Dates

Week 2 Term 2 Monday April 29th onwards

Primary schools distribute Transition Pack to all parents/carers of Year 6 students with (sent home on Monday April 29th):

- ▶ Letter to parents/carers
- ▶ Frequently asked questions
- ▶ List of schools in the Region with Year 7
- ▶ Application for Year 7 Placement
- ▶ Privacy Notice (information is only shared with corresponding school)

Term 2 Week 4 – Friday May 17th

- ▶ Last day for parents and carers to return **Application for Year 7 Enrolment** forms to primary schools.

What happens if a parent does not return the transition paperwork?

- ▶ The student will be allocated to their designated neighbourhood school.

What next?

- ▶ Primary schools submit all initial placement requests (first preferences) to each relevant secondary school.
- ▶ Secondary schools confirm receipt of all initial placement requests made by the primary school (**Wednesday 5th June**).

Placement Requests

- ▶ Secondary schools advise primary schools of any unsuccessful initial placement requests. **(Wednesday 19th June)**
- ▶ Primary schools submit all subsequent preference requests to each relevant secondary school until the student is placed. **(Wednesday 19th June)**

Placement Confirmation

- ▶ Secondary schools notify primary schools in writing of the names of all students who have been accepted into Year 7.
- ▶ Primary schools notify parents of Year 6 students in writing of the results of the placement process.
(Wednesday 7th August)

Initial Contact and Appeals

August 8th

- ▶ Secondary schools may from this day communicate with parents of future Year 7 students

Appeals

- ▶ Parents may commence lodging a non-placement appeal with the secondary college
- ▶ Secondary schools initially manage appeals by parents of Year 6 students regarding placements.
- ▶ Closing date for parents to lodge an appeal with secondary schools regarding placement is **August 19th**

Orientation Day

- ▶ **Tuesday December 10th** – Government secondary schools host an Orientation Day for Year 6 students.

Non-Government Schools

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.

Non-Government Schools

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.

Non-Government Schools

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.

Non- Government Orientation Day

- ▶ Non- government secondary schools host Orientation Days for Year 6 students. Families will be advised of the date and time by the individual schools.

Late Changes...

- ▶ Secondary schools must accommodate parents who change their mind and/or permanent residential address.
- ▶ Changes may be made up until the last day of Term 4 and there may be both new placement applications and other changes over the Christmas holidays, including new arrivals from within Victoria, interstate or overseas, and from non-government schools.
- ▶ In a situation where a parent changes from the allocated secondary school, the newly selected secondary school is required to notify the originally allocated secondary school in order for records to be adjusted.

APPLICATION FOR YEAR 7 PLACEMENT 2020

This form must be completed for students moving (transitioning) from a public primary school at the completion of Year 6. If a 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.

To read the Department's Placement Policy including permanent address guidelines and the priority order of placement visit: www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx

SECTION 1: SCHOOL DETAILS (PRIMARY SCHOOL TO COMPLETE)

Student's Primary School Name		PSD ID (if applicable)	
VSN		International Student ID	
Fee Paying International Student?	YES / NO		

SECTION 2: STUDENT DETAILS

Given Names		Date of Birth	
Family Name		Gender	
Permanent Residential Address			
Mailing address (if different)			
Suburb		Postcode	

SECTION 3: PARENT/CARER DETAILS

Contact 1	Contact 2
Title	Title
Given Name	Given Name
Family Name	Family Name
Phone Number	Phone Number
Email	Email

SECTION 4: PUBLIC SCHOOL PLACEMENT PREFERENCES

Complete Section 4 if you are seeking a place in a public school OR if you are in doubt of a catholic or independent school place.

SECTION 4A: DESIGNATED NEIGHBOURHOOD SCHOOL

To locate your designated neighbourhood school, enter your permanent residential address at www.findmyschool.vic.gov.au

Your designated neighbourhood school

SECTION 1: SCHOOL DETAILS (PRIMARY SCHOOL TO COMPLETE)

Student's Primary School Name		PSD ID (if applicable)	
VSN		International Student ID	
Fee Paying International Student?	YES / NO		

Leave SECTION 1 blank
Your child's classroom teacher will complete this

This is where you fill out the name of your designated neighbourhood school

SECTION 4B: SCHOOL PREFERENCES

List up to three public schools in your order of preference below. You can list your designated neighbourhood school as your first preference. You do not have to list three schools. If you would like to request placement for your child under a sibling claim, use section 4C. Include campus details for your preferred schools if relevant.

Public school name	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; 2) the sibling is currently enrolled at the school; and 3) the sibling will continue to be enrolled at the school in 2020.

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

Public school name	Name and year level of sibling in 2020

SECTION 5: PLACEMENT AT A CATHOLIC OR INDEPENDENT SCHOOL

Only complete Section 5 if you have received confirmation of a place in a non-public school. If you are in doubt about the status of the non-public school place, you are encouraged to complete Section 4 also. If you have already applied for, or believe you will be applying for, a placement in a non-public school for 2020, please indicate the name of the school below.

Name of catholic or independent school	Confirmed Place
	YES / NO

SECTION 6: SIGNATURE OF PARENTS/CARERS

Please see page 2 for the full Privacy Notice.

- 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 for the purpose of Year 7 placement.
- I have attached the most recent copies of court orders and/or parenting plans including all Family Law Court Orders.
- I certify that all of the above information is correct.

Contact 1 signature
Date

Contact 2 signature
Date

Any questions?