

Year 6 to 7 Placement Information Pack for Parents and Carers

Guidance for parents and carers of
Year 6 students starting **Year 7 in 2025**



Contents

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How to enrol your child in Year 7

Enrolling your child in Year 7 is an important part of their education journey.

The [Education and Training Reform Act 2006](#) guarantees your child a place at their designated neighbourhood government school (local school).

The department's [Find my School](#) website allows you to find your local school based on your permanent residential address. The [Find my School](#) website is the official and most up-to-date source of information on school zones.

The Victorian government supports school choice. This means that you can apply to schools other than your local school. Schools will consider your application in line with the [dpl cplf5.1 \(s\)-1.7 \(e\)oua](#)

Frequently asked questions

General information

1. Where can I find secondary schools in my area?

To find a full list of schools within Victoria, please visit:

- Victorian government schools: www.findmyschool.vic.gov.au
- Catholic schools: www.cecv.catholic.edu.au/School-Directory-Search
- Independent schools: is.vic.edu.au/independent-schools/
- International Student Program (ISP) schools: www.study.vic.gov.au

2.

Supported inclusion schools have local enrolment policies that enable them to offer priority enrolment to out-of-zone students who meet specialist enrolment criteria.

In exceptional circumstances, a school may enrol a student on compassionate grounds. Please refer to Appeals section below.

Students holding Subclass 500 Schools Sector visas (a student visa in their own name) must enrol at an ISP-accredited school.

12. How is a sibling defined?

The definition of a sibling reflects modern family arrangements, including step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care and permanent care.

Students applying on sibling grounds for Year 7 must be attending the school at the same time as their sibling.

13. How do I accept my child's Year 7 placement offer?

When you are notified of your child's placement offer you will receive the Year 7 Placement Acceptance Slip. Complete and return the by Acceptance Slip by Wednesday 7 August to accept the offer.

If your child attends a government primary school, you must return the Acceptance Slip to their primary school.

If your child attends a non-government school or is home schooled, you must return the Acceptance Slip directly to the secondary school that offered placement.

You may also receive a welcome letter and further information from your allocated secondary school. This may include a request to confirm your acceptance of placement.

14. Do I have to provide proof my child's permanent address?

The school may ask you to provide evidence of your child's address. Documents should show the same parent or carer name and address as recorded on the Application form.

If you are unsure what documents you need to provide, ask your school or refer to the residential address check*g, m(hed)740Tacc0B.VCP (en7)-(t.1o7)99.(18)3.47-y)-ref(051080.001)5.7 (nk(ou(ac)9147(e7)-464)96

17. What address do I put down if I am moving, or intend to move, in the next few months?

Complete the application form with your current address at the time of submission. Once you have moved, you are entitled to enrol at your new local school, subject to verification of permanent residence.

18. Who needs to sign the Application for Year 7 Placement 2025 form?

Where possible, all parents and carers with responsibility for the student should sign and submit a single Application form.

A parent or carer includes:

- the parents as listed on the child's birth certificate or as described in a Court Order
- an informal carer, with a statutory declaration.

Where parents and carers can't sign a single Application form, you should communicate this to your child's primary school which will allow each parent or carer to complete a separate form.

Where parents and carers have difficulty reaching an agreement on a preferred school, they should resolve the dispute through discussion, attendance at the Family Relationship Centre or at Court. It is not the responsibility of the department or schools to assist with this decision-making process.

19. Do I need to submit supporting documents with my child's Application form?

No, government secondary schools are not permitted to ask families or primary school staff to submit more information in support of a Year 7 placement application e.g., school reports, NAPLAN test results, or letters of recommendation. If proof of address is required, this request will come via your primary school.

Appeals

20. How do I make an appeal?

You have the right appeal if you are not offered a place at your preferred secondary school. You may appeal based on:

- permanent residential address
- sibling claim
- closeness of home to the school
- compassionate grounds

If you want to appeal, you should lodge a written appeal with the preferred secondary school by Friday 26 July 2024.

You must lodge your appeal using the department's Appeal Form, which includes information on the appeals process. Your child's primary school can provide this form.

The school's placement committee and/or Principal will assess the appeal against the department's Placement Policy. You will receive a decision by 6 August 2024.

21. What happens if my appeal to my preferred secondary school is not successful?

If your appeal to your preferred secondary school is unsuccessful and the school has applied the Placement Policy appropriately, you may lodge a further written appeal to the relevant Department of Education Regional Director by Tuesday 20 August 2024.

You must re-use the Appeal Form from your school-level appeal for this stage. Appeals to the school in the first instance.

A panel of senior regional staff assess the appeal against the Placement Policy. This panel supplies a recommendation to the relevant Regional Director who makes the final decision. You will receive

written notification of the outcome by Friday 18 October 2024. This outcome concludes the appeal process.

22. Can I lodge an appeal to the Regional Director after the closing date?

The Regional Director will consider appeals received after Tuesday 20 August 2024 if there are exceptional circumstances. If you wish to appeal after the closing date, you should contact your regional office for advice. You can find the regional office contact details and locations on the department's website: www.vic.gov.au/office-locations-department-education

23. What are 'compassionate grounds' and how are they assessed?

There may be some situations where, due to exceptional circumstances, a student is unable to enrol in their local school. In these exceptional circumstances, enrolment at another school may be sought on compassionate grounds.

Parents and carers must be able to demonstrate the exceptional circumstances that they believe make an enrolment at the local school unsuitable for their child.

Privacy Notice

Application for Year 7 Placement 2025

1. The Department of Education (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 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, 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
 - 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 2025, please identify the school's name, sibling's name, and 2025-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 intention to home school your child, including the name of the non-government school and whether the placement is confirmed. 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. To assist 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. parent or carer details, including contact phone numbers and email addresses
 - b. permanent residential address
 - 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. When a Victorian government school student has been accepted at another Victorian government school,
 - 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.
 - 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.
8. When a non-government 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, to support 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.
9. Transferring personal and health information to a student's Victorian government school is in the best interests of students because it assists that next school in providing optimal education and support to each student.
10. If your child is transitioning to a non-government school for Year 7 in 2025, 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 government 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 Privacy Policy: www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx
13. You can review the department's privacy collection notice at: www.education.vic.gov.au/Pages/privacy.aspx. This notice explains how the department, in0 Tw 16.1.g5.3 (hi)-1 (s)-3 () JEMC ET/Artifact BMC 0 0.443 0.808 rg31(how)-nk kg VTw 16

Application for Year 7 Placement 2025

Complete

Section 3: Parent or Carer details

Adult A		Adult B	
Relationship to student		Relationship to student	
Title		Title	
First name		First name	
Family name		Family name	
Phone number		Phone number	
Email address		Email address	
On <u>weekdays</u> , the student lives with Adult A	<input type="checkbox"/> Full time or Mostly <input type="checkbox"/> Equal time (equal split with Adult B) <input type="checkbox"/> Sometimes or Never	On <u>weekdays</u> , the student lives with Adult B	<input type="checkbox"/> Full-time or Mostly <input type="checkbox"/> Equal time (equal split with Adult A) <input type="checkbox"/> Sometimes or Never
Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:	Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:
Nominate primary contact for all calls and correspondence (tick one)		<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults	

Section 5: Non-Government school (Catholic or Independent) or home school

Only complete **Section 5** if you have received confirmation of a place in a non-government school **OR** if you intend to register your child for homeschooling in 2025.

You should also complete Section 4 if:

- you are waiting for confirmation of a non-government school placement; or
- you have a confirmed non-government place but would still like to be considered for a government place for Year 7 in 2025; or
- you will likely apply to the VRQA for home schooling registration.

If you have already applied, or intend to apply, for placement in a non-government school, please indicate the name of the school below.

Name of Catholic or Independent school	Confirmed Place	
	Yes	No
Homeschooling		
Intended registration with VRQA	Yes	No

Section 6: Signature of Parents or Carers

I have read this form and the attached Privacy Notice (page 10).

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.

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.

I have attached confirmation that my child has been accepted into a non-government school in 2025.

Adult A signature		Adult B signature	
Date	/ / 2024	Date	/ / 2024