

Year 6 to Year 7 Placement Information Pack 2023-24

Guidance for parents and carers of Year 6
children at government schools in 2023

For placement in Year 7 in 2024

Contents

From the Department of Education	3
Placement of students beginning Year 7 in 2024	3
What you need to do	3
Standard international students	3
More information	3
Year 6 to Year 7 Placement Timeline for Parents/Carers	4
Statewide placement timeline and procedures for 2023-24	4
Year 6 to Year 7 Placement 2023-24	5
Frequently Asked Questions (FAQ)	5
Designated neighbourhood schools	5
The department's Placement Policy	6
Enrolling in a secondary school	7
The Application for Year 7 Placement 2024 Form (the Application form)	8
Placement appeals	10
Privacy Notice	11
Application for Year 7 Placement 2024 Form	11
Application for Year 7 Placement 2024	12
Section 1: Primary School details	12
Section 2: Year 6 student details	12
Section 3: Parent or Carer details	13
Section 4: Government school placement preferences	14
Section 4A: Designated neighbourhood school	14
Section 4B: Secondary school preferences	14
Section 4C: Sibling Claim	14
Section 5: Non-Government school (Catholic or Independent) or home schooling placements	15
Section 6: Signature of Parents or Carers	15



- any images, photographs, trademarks or branding, including the Victorian Government logo and the DE logo; and
- content supplied by third parties.

From the Department of Education

Placement of students beginning Year 7 in 2024

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.

Enrolling your child, or children, in Year 7 is an important choice. Your child is guaranteed a place at their designated neighbourhood government school, and this right is set out in the [Education and Training Reform Act 2006](#).

The department's [Find my School](#) website allows you to find 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.

As the Victorian Government supports school choice, you can apply to schools other than your designated neighbourhood school. Applications are considered in line with the department's Placement Policy. You can find more information at [vic.gov.au/how-choose-school-and-enrol](https://www.vic.gov.au/how-choose-school-and-enrol).

The below placement timeline and Frequently Asked Questions (FAQs) will help guide you through the placement process.

What you need to do

1. Locate your designated neighbourhood school for 2024 and other secondary schools using findmyschool.vic.gov.au
2. Complete the *Application for Year 7 Placement 2024* form and **return to your primary school by Friday 12 May 2023**.

Secondary schools decide Year 7 placements. Your primary school will let you know your child's Year 7 placement offer for 2024 on **Wednesday 19 July 2023**. If any of your details on your child's *Application for Year 7 Placement 2024* form change, please notify your primary school immediately.

Standard international students

Students who hold a Subclass 500 Student visa, where the child is the primary holder of the visa and is not a dependant on their parent's visa, do not have to complete the *Application for Year 7 Placement 2024* form within this pack. For enrolment in a government school for Year 7 in 2024, make an application online at study.vic.gov.au.

More information

Contact your primary school if you require more information about the application process, Year 6 to Year 7 transition arrangements, or if you need help completing the *Application for Year 7 Placement 2024* form.

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

Year 6 to Year 7 Placement Timeline for Parents/Carers

Statewide placement timeline and procedures for 2023-24

2023 Dates	Activity
Term 2: Monday 24 April 2023 – Friday 23 June 2023	
From Week 1, Term 2 2023	Government primary schools distribute information to all parents/carers of Year 6 students on how to access the Placement Information Pack . This pack includes the <i>Application for Year 7 Placement 2024</i> form.
Friday 12 May 2023	Parents/carers return the <i>Application for Year 7 Placement 2024</i> form to their child's government primary school by this date.
Term 3: Monday 10 July 2023 – Friday 15 September 2023	
Wednesday 19 July 2023	Government primary schools notify parents/carers of Year 6 students, in writing, of Year 7 placement offers. The letter of offer will include a Year 7 Placement Acceptance Slip to be returned by the parent/carer, to their child's government primary school by Wednesday 9 August 2023.
From Thursday 20 July 2023	Parents/carers may commence lodging written non-placement appeals to their preferred secondary school using the Year 6 to Year 7 Placement Appeal Form . Your child's primary school will provide you with this form.
Friday 28 July 2023	Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary school.
Tuesday 8 August 2023	Secondary schools notify all parents/carers in writing of the outcome of their non-placement appeal by this date. Note: 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 FAQ on the following pages for more information regarding appeals.
Wednesday 09 August 2023	Parents/carers return their Year 7 Placement Acceptance Slip to their child's government primary school by this date.
Tuesday 22 August 2023	Closing date for parents/carers to lodge a written non-placement appeal with the relevant Regional Director where they are unsuccessful with their appeal to their preferred secondary school.
Term 4: Monday 2 October 2023 – Wednesday 20 December 2023	
Friday 20 October 2023	Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeals by this date. Note: this only applies to appeals received by the closing date of Tuesday 22 August 2023.
Tuesday 12 December 2023	Secondary schools host an Orientation Day for all Year 6 students.

Year 6 to Year 7 Placement 2023-24

Frequently Asked Questions (FAQ)

NOTE: Your designated neighbourhood government school is referred to as your local school in this section of the document. Your local school is the school your address is in the school zone for, as shown on the [Find my School](#) website.

Designated neighbourhood schools

1. What is a designated neighbourhood school (referred to as your local school)?

Your local school is generally the nearest government school to your child'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 and Geelong, their local school is measured by a straight line from their permanent address.

If you live in another area, it is measured by the shortest practical route by road and considers access issues.

For more information, please visit: vic.gov.au/school-zones

2. Is my child guaranteed a place at their local school?

Children of compulsory school age are guaranteed the right to enrol at their local school. This right is set out in 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".

3. How can I find my local secondary school and other schools in my area?

The Department of Education has made it simple to find your local school, and other schools in your area, with the Find my School website.

1. Enter findmyschool.vic.gov.au into your browser
2. Enter your address under 'Enter your address to get started'
3. Make sure 2024 is selected under enrolment year
4. For Year 7 placement, ensure 'secondary' and '7' is selected under school type
5. The map will then show your address, your local school, and contact details for the school
6. If you scroll down, it will also show you the five closest schools.

To start a new search, simply replace the address or school name.

4. My property sits across two/multiple school zones. Which is my local school?

Your child has a right to attend any of those schools as their local school.

5. If my child has two permanent addresses, how is their local school decided?

If your child resides at multiple addresses, their 'permanent residence' is the address at which they spend most of their weekdays.

If your child spends the same amount of time at two addresses, both addresses are considered their permanent address. They can enrol in either one of the local schools.

For more information about determining permanent residence, please see: vic.gov.au/how-choose-school-and-enrol

6. Can my child apply to attend a government secondary school that is not our local school?

Yes, your child may apply to attend a school that is not their local school. The school will consider your application in line with the placement policy (see question 80).

Students are not guaranteed a place at a school that is not their local school.

7. What address do I put down if I have bought or am building a property at a different address to my child's current address?

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

For more information about determining permanent residence, please see: vic.gov.au/how-choose-school-and-enrol

The department's Placement Policy

8. What is the department's Placement Policy and priority order of placement?

The Placement Policy is an important tool that schools use to manage enrolments. It:

- sets out the legal right for students to enrol at their designated neighbourhood school (referred to as your local school)
- provides schools guidance on how to prioritise students when they have limited places available.

The priority order of placement only applies to students who are seeking enrolment in a school other than their local school, and where that school has existing or future capacity concerns.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds (see question 11). This is an overarching consideration and does not form part of the priority order of placement.

For more information, refer to: vic.gov.au/how-choose-school-and-enrol

9. What changes have been made to the department's Placement Policy?

The Placement Policy has been updated to provide greater clarity for schools and parents/carers, and to support consistent decision-making.

Changes include simplifying the priority order of placement. Applications received from students who reside **outside of the school zone** will now be assessed based on the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

Students cannot be prioritised for enrolment based on curriculum grounds.

There have been no changes made to compassionate grounds in the policy, which states that in exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Compassionate grounds is an overarching consideration and does not form part of the priority order of placement.

For more information regarding the Placement Policy, including recent changes, please refer to the: [Enrolment FAQs for parents and carers](#) at vic.gov.au/school-zones.

10. I can see that siblings are prioritised for enrolment. What is considered a sibling?

The definition of a sibling reflects modern family living arrangements. It includes, but is not limited to:

- both younger and older siblings
- step-siblings residing together at the same permanent address
- 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
- students permanently residing together in the one residence as part of multiple family cohabitation.

Students seeking enrolment on sibling grounds should be residing together at the same permanent address and must be attending the school at the same time.

Where siblings do not reside together on a full-time basis, families may still seek enrolment on sibling grounds. These applications will be considered on a case-by-case basis, in accordance with the Charter of Human Rights. These applications may not be prioritised for enrolment.

11. 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/carers must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at the local 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. Additional information may be required to support the application.

For details of how schools and regions collect and handle information of this nature, please see the department's Privacy Policy here: education.vic.gov.au/Pages/privacypolicy.aspx

12. 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. This may include, but is not limited to:

- legal documentation
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing (DFFH) Practitioners, Victoria Police and/or family violence service
- court orders.

For details of how schools and regions collect and handle information of this nature, please see the department's Privacy Policy here: education.vic.gov.au/Pages/privacypolicy.aspx

Enrolling in a secondary school

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

For information please visit: vic.gov.au/moving-primary-secondary-school-information-parents-and-carers

14. Who should be the first point of contact for enquiries about the Year 6 to Year 7 transition process?

The Year 6 Coordinator, Transition Coordinator or Principal of your child's primary school can help you with any questions you may have about the transition process.

15. Where can I find schools in my area?

To find a full list of schools by location within Victoria, please see:

- Victorian Government schools: findmyschool.vic.gov.au
- Catholic schools: cecv.catholic.edu.au/School-Directory-Search
- Independent schools: is.vic.edu.au/independent-schools/

16. How do I register my child for home schooling in 2024?

For information on home schooling please visit the Victorian Registration and Qualifications Authority (VRQA) website at: vrqa.vic.gov.au/home/Pages/homeeducation.aspx

17. What should I do if my child will be attending a non-government school (Catholic or Independent) for Year 7 in 2024 OR I am registering my child with the VRQA for home schooling in 2024?

Confirmed placement: If you have a confirmed place for your child in a non-government school starting in 2024, or your child's registration for home schooling has been approved by the VRQA, you are required to complete Section 5 of the *Application for Year 7 Placement* form.

Unconfirmed placement: If you have applied for a place for your child in a non-government secondary school to commence in 2024, but have not had this placement confirmed, or the VRQA is still assessing your child's registration application for home schooling, you should also apply for a place in a government school by completing section 4B.

Late confirmation of placement: If your child is granted a Year 7 place in a non-government secondary school, or your child's registration for home schooling is approved by the VRQA, after you have been allocated a place in a government school, please notify your child's primary school immediately.

18. Where can I find information about enrolment for international students?

International students can apply for enrolment in a government school at study.vic.gov.au or apply directly to non-government (Catholic or Independent) schools. If you have any further questions regarding international student enrolments, you can also contact international@education.vic.gov.au.

19. My child has a disability. How can I ensure their secondary school will support them?

Every Victorian government school has established programs and practices to support a wide variety of student needs, including students with disability and additional needs. Schools make reasonable adjustments to ensure students with disability have the same learning opportunities as children without disability.

More information about disability support at school and disability rights and adjustments is available on the department's website: vic.gov.au/disability-and-inclusive-education

20. What help is available to support my child with travel to and from school?

There are a range of transportation options for eligible students, including the:

- School Bus Program
- conveyance allowance.

Students may also be eligible for discounted travel through a child myki card or a Victorian Student Pass.

For more information, please see: vic.gov.au/travelling-school

The Application for Year 7 Placement 2024 Form (the Application form)

21. How many secondary schools can I preference on the Application form?

You can list up to three government schools, in your order of preference, in section 4B.

22. Do I need to identify three secondary school preferences if my first preference is my designated neighbourhood school (referred to as your local school)?

No. You can identify one preference if that school is your local school. Your child is guaranteed a place at their local school.

23. What happens if my child does not receive a place in their preferred secondary school, or schools?

Your child will be allocated to their local school.

24. What happens if I do not return the Application form on time?

Your child will be allocated to their local school.

25. Do I need to complete the Application form if my child is attending a government school that offers both Year 6 and Year 7 (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 9) and will be continuing at the same school?

No. If your Year 6 child is **continuing** at the same school (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 9 school), the Application form does **not** need to be completed.

If your child attends a school which offers both Year 6 and Year 7, but you want to enrol in a **different** government school for Year 7 in 2024, the Application form needs to be completed.

26. Who may sign the Application form?

Where practicable, all parents/carers with parental responsibility for a child should sign and submit a single Application form.

For the purposes of this form, a parent/carer includes:

- the parents as set out on the child's birth certificate or as described in a court order
- an informal carer, with a statutory declaration.

Where it is not practicable or possible for parents/carers to sign a single Application form, you should communicate this to your child's primary school who will allow one form to be completed by each parent/carer.

Note: where 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.

27. I've been asked to submit supporting documents, such as NAPLAN results, along with my child's Application form. Do I, or my child's primary school, have to provide them?

No, government secondary schools are not permitted to ask families or primary school staff to submit additional information in support of a Year 7 application e.g., primary school reports, NAPLAN test results, and/or letters of recommendation.

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

A letter of offer will be provided to you by your child's government primary school on Wednesday 19 July. This will include a Year 7 Placement Acceptance Slip that must be returned to your child's government primary school by Wednesday 9 August. The Slip provides you with the opportunity to accept the offered placement or indicate that you have accepted a non-government or home-schooling placement.

From Thursday 20 July, you may also receive a welcome letter and further information from your allocated school. This may include additional requests to confirm your acceptance of placement.

29. What happens if our residential address details change after my child's Year 7 placement has been accepted?

You must contact both your child's primary school and allocated secondary school as soon as possible to inform them of your updated address information.

If your new address is out of zone, the offer may be formally withdrawn. In this instance, your primary school will assist you in securing a placement at your new local school.

Placement appeals

30. How do I make an appeal about my child's Year 7 non-placement for 2024?

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 must be lodged using the **Appeal Form**. Your child's primary school will provide you with a copy of this form which contains information on the appeals process.

This written appeal should be lodged with the preferred secondary school by **Friday 28 July 2023**.

It will be considered by the school's placement committee and/or Principal who assess the appeal against the department's Placement Policy. You will receive written notification of the outcome by **Tuesday 8 August 2023**.

31. 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 the school has not applied the Placement Policy appropriately, you may lodge a further written appeal to the relevant Department of Education Regional Director by **Tuesday 22 August 2023**.

Appeals to the Regional Director **will 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 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 20 October 2023**. This outcome **concludes** the appeal process.

32. Can I lodge an appeal to the relevant Regional Director after the closing date of Tuesday 22 August 2023?

This date is set to ensure all Year 6 students can 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 only be considered if the relevant Regional Director considers there to be exceptional circumstances. If you wish to lodge an appeal after the closing date, you should contact your regional office for advice.

33. 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: vic.gov.au/office-locations-department-education

Privacy Notice

Application for Year 7 Placement 2024 Form

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 *Application for Year 7 Placement 2024* 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, VSN, 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 *Education and Training Reform Act 2006*
 - 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 2024, please identify the school's name, sibling's name, and 2024 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 home-school application for your child, including the name of the non-government school and whether the placement is confirmed or the outcome and date of a home-school application. 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 primary school to properly manage the Year 7 placement process and to contact you in relation to this, 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, and
 - 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. Once a Year 7 placement offer from a government secondary school has been accepted, 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.
8. When a Victorian government school student has been accepted at another Victorian government school, 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.
9. 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.
10. If your child is transitioning to a non-government school for Year 7 in 2024, 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 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 Schools' Privacy Policy.
13. If you require further information concerning transfer of your child's information or would like to update any information that you provided, please contact the Year 6 Coordinator, Transition Coordinator or Principal at your child's primary school. For more information on the department's Schools' Privacy Policy, please see: education.vic.gov.au/Pages/schoolsprivacypolicy.aspx
14. You can review the department's privacy collection notice at: education.vic.gov.au/Pages/privacy.aspx. This notice explains how the department, including Victorian government schools, handles personal and health information.