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. Please do not attach any supplementary documentation when the application is returned to their primary school.

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

Jeanette Nagorcka
Regional Director
North-Western Victoria Region
April 2014
Year 6 to Year 7 Transitions: Frequently Asked Questions (Parents)

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 Grade 6 to Year 7.


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/customerservice/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 North-Western 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 North-Western 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 4 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.

DEECD NWVR Year 6 to Year 7 Transitions 2014
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. (N.B. This criterion applies to senior secondary programs including VCE, VET and VCAL, language continuity, SEAL programs, and Select Entry Schools only).
- 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 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 25 August where it will be considered by the principal. Any further appeal should be lodged in writing outlining the grounds for appeal, to the DEECD Regional Director by Friday, 5 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](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.


**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.

- **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?**

# Year 6 to Year 7 Transitions: Schools in North-Western Victoria Region with Year 7

| Bendigo South East 7-10 Secondary College#+ | Hume Central Secondary College: | Princes Hill Secondary College* |
| Boort District P-12 School+ | Blair St Campus | Pyramid Hill College+ |
| Brunswick Secondary College* | Dimboola Rd Campus | Red Cliffs Secondary College+ |
| Bundooora Secondary College | Irymple Secondary College+ | Reservoir High School |
| Castlemaine Secondary College+ | John Fawker Secondary College | Robinvale P-12 College+ |
| Chaffey Secondary College#+ | Kerang Technical High School+ | Rochester Secondary College+ |
| Charles La Trobe P-12 College | Kyabram P-12 College+ | Roxburgh College* |
| Charlton College+ | Kyneton Secondary College+ | Rushworth P-12 College+ |
| Coburg Senior High School- Junior School | Lalor North Secondary College | St Helena Secondary College*# |
| Cohuna Secondary College+ | Lalor Secondary College* | Sunbury College+ |
| Collingwood College | Lynall Hall Community School | Sunbury Downs Secondary College+ |
| Craigieburn Secondary College* | Macleod College (P-12)* | Swan Hill College+ |
| Crusoe 7-10 Secondary College#+ | Manangatang P-12 College+ | Sydney Road Community School |
| Diamond Valley College | Maryborough Education Centre+ | The Lakes South Morang P-9 School |
| Eaglehawk Secondary College#+ | Melbourne Girls College* | Thomastown Secondary College |
| East Loddon P-12 College+ | Merbein P-10 College+ | Thornbury High School* |
| Echuca College+ | Mildura Senior College+ | Tyrrell College+ |
| Eltham High School* | Mill Park Secondary College | Viewbank College* |
| Epping Secondary College | Montmorency Secondary College | Wedderburn College+ |
| Fitzroy High School* | Mount Ridley P-12 College* | Weeroona College Bendigo#+ |
| Gisborne Secondary College+ | Murrayville Community College+ | Werrimull P-12 School+ |
| Gladstone Park Secondary College* | Northcote High School* | Whittlesea Secondary College |
| Glenroy Secondary College | Ouyen P-12 College+ | William Ruthven Secondary College |
| Greensborough Secondary College | Pascoe Vale Girls Secondary College* | Wy切proof P-12 College+ |
| Hazel Glen Secondary College (new 2014) | Peter Lalor Secondary College | |
Special and other schools

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<th>Coburg Special Developmental School</th>
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<td>Concord School</td>
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<td>Croxton Special School</td>
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<td>Kalianna Special School</td>
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SECONDARY SCHOOLS IN NEIGHBOURING REGIONS

**North–Eastern Victoria Region**
- Balwyn High School*
- Camberwell High School*
- Auburn High School
- Kew High School*
- Templestowe College
- Warrandyte High School*

**South–Western Victoria Region**
- Buckley Park Secondary College*
- Essendon East Keilor District College
- Mount Alexander 7–12 College
- Rosehill Secondary College
- Strathmore Secondary College*@
- University High School*@

**NOTES**

*This school has an enrolment ceiling which limits the number of students who can gain entry.

#These schools have an approved restricted zone. The nearest neighbourhood school policy may not apply to some addresses.

†Enquiries about bus transport should be directed to the principal and will be considered in accordance with Department of Education and Early Childhood Development policy regarding eligibility.

®Due to changes in demographics and increased enrolment pressures, students with older siblings currently at these schools who reside outside the neighbourhood zone may not automatically gain entry.
Year 6 to Year 7 Transitions: Privacy Notice

1. Sections 1 and 2 of the attached Application for Year 7 Placement form will 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.