

# FROM THE DEPARTMENT

## PLACEMENT OF STUDENTS COMMENCING YEAR 7 IN 2020

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 a child in Year 7 is an important choice. To support your decision making, the Department has launched a new website to help you locate your local school, and give you transparency of choice in public schools across the Victorian public school system.

Your child is guaranteed a place at their local designated neighbourhood school, however you can choose to request enrolment at another school if you prefer. The school will use the Placement Policy to consider the application.

### What you need to do

1. Read the Department's Placement Policy including the permanent address guidelines and the priority order of placement at:  
[www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)
2. Locate your designated neighbourhood school or preferred secondary schools using  
[www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)
3. Complete the Application for Year 7 Placement form and return to your primary school by **Friday 17 May 2019**.

Year 7 placements are determined by secondary schools. You will be sent notification of Year 7 placement for 2020 on **Wednesday 7 August 2019**.

If information on the form changes, notify your primary school immediately. All communication about the transition process must be in writing and lodged through your primary school until Year 7 placement is confirmed.

### International students

Fee-paying international students are not required to complete this form. For enrolment in a public school, make an application online at: [www.study.vic.gov.au](http://www.study.vic.gov.au). Contact independent and catholic schools directly for enrolment details.

### 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 require assistance completing the form.

We wish your child well and trust that secondary schooling will be a richly rewarding experience.

# PRIVACY NOTICE

## APPLICATION FOR YEAR 7 PLACEMENT 2020 FORM

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian public 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. all children who require a place in a Victorian public 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 public secondary school currently being attended by an older brother or sister who lives at the same permanent residential address, and who will still be attending the said school in 2020, 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 Family Law Court Orders.
6. Once a Year 7 placement offer has been made by a public secondary 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 public schools to support school administration, finance and central reporting.
7. When a Victorian public school student has been accepted at another Victorian public school, the school may request additional information about your child's educational abilities, interests and skills. The primary school may also provide to the secondary school personal and health information about each student in non-electronic formats.
8. Transferring personal and health information to a student's next Victorian public school is in the best interests of students because it assists that next school to provide optimal education and support to each student.
9. 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.
10. If you require further information concerning transfer of your child's information, please contact your child's primary school.

## 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](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

### SECTION 1: SCHOOL DETAILS (PRIMARY SCHOOL TO COMPLETE)

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

### SECTION 2: STUDENT DETAILS

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

### SECTION 3: PARENT/CARER DETAILS

<b>Contact 1</b>		<b>Contact 2</b>	
<b>Title</b>		<b>Title</b>	
<b>Given Name</b>		<b>Given Name</b>	
<b>Family Name</b>		<b>Family Name</b>	
<b>Phone Number</b>		<b>Phone Number</b>	
<b>Email</b>		<b>Email</b>	

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

<b>Your designated neighbourhood school</b>	
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**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.

<b>Contact 1 signature</b>		<b>Contact 2 signature</b>	
<b>Date</b>		<b>Date</b>	