25th March, 2014

Dear Parents/Guardians,

2015 Year 7 Placement Information

Please find enclosed a letter from The North Eastern Victoria Region explaining the enrolment process for entering Year 7 in 2015. Please read this information carefully and then complete the pink ‘Year 6 to Year 7 Transitions: Application for Year 7 Placement’ form.

Please ensure that Section 2 correctly reflects your child’s details and Section 3 correctly reflects both Parent/Guardians’ details. This information has been obtained from our database and is correct, as advised by you, at the time of generating the Application. If, however, there are any changes to this information please bring the Application to the office, with proof of the changed details, so that a new one may be created. Please do not alter the Application yourself.

In Section 1 your designated school has been calculated as the school that is closest to your home address. If you feel that this information is incorrect please come to the office to discuss with me.
When completing Section 4 please ensure that you write your first preference next to number 1. If your designated school is not your first preference, you should consider providing at least two other preferences. If none of the 3 preferences are successful, your child will be automatically placed into their designated neighbourhood school. You will need to attach a letter to the Application explaining your reasons for choosing a school that is not your designated school.

Please ensure that you complete and sign Section 6. If applicable, signatures of both parents/guardians are required.

Please return the Application to the office no later than Friday 23rd May as indicated on the Placement Timeline on the reverse of this letter. If you have any queries, or difficulties, with the process please do not hesitate to come to the office for advice and help.

Kind Regards,

Jenny Bednarz
Year 7 Transition Coordinator
# Year 6 to Year 7 Transitions 2015

## Statewide Placement Timeline and Procedures

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Primary School</th>
<th>Secondary School</th>
<th>Regional Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 11 Mar</td>
<td>Regional office distributes placement information to all government primary and secondary school principals by this date</td>
<td></td>
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<tr>
<td>Tue 22 Apr</td>
<td>Primary schools distribute a Year 6 to Year 7 transition pack to all parents of Year 6 students by this date, with:</td>
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<tr>
<td></td>
<td>• Letter to Parents (from Regional Director)</td>
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<tr>
<td></td>
<td>• Frequently Asked Questions (Parents)</td>
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<tr>
<td></td>
<td>• Schools in North Eastern Victoria Region with Year 7</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Application for Year 7 Placement form</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Privacy Notice</td>
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<td></td>
<td>Please note: Secondary schools should not distribute copies of the Application for Year 7 Placement form</td>
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<tr>
<td>Fri 23 May</td>
<td>Parents return Application for Year 7 Enrolment forms to primary schools by this date</td>
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<tr>
<td>Mon 9 Jun</td>
<td>Primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date, with:</td>
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<tr>
<td></td>
<td>• Summary of Placement Requests form</td>
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<tr>
<td></td>
<td>• Photocopy of each Application for Year 7 Placement form</td>
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<td></td>
<td>Please note: Primary schools must retain all original documentation</td>
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<tr>
<td>Tue 10 Jun</td>
<td>Secondary schools confirm receipt of all initial placement requests made by the primary school</td>
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<tr>
<td>Fri 18 Jul</td>
<td>Secondary schools advise primary schools of any unsuccessful initial placement requests by this date. Please note: Secondary schools must not contact parents regarding the status of placement requests until August (Wednesday 20 August – primary schools; Monday 25 August – secondary schools)</td>
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<td></td>
<td>Primary schools submit all subsequent preference requests to each relevant secondary school until the student is placed. Please note: Primary schools must retain all original documentation</td>
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<tr>
<td>Fri 15 Aug</td>
<td>Secondary schools notify primary schools in writing of the names of all students who have been accepted into Year 7, with:</td>
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<td></td>
<td>• Summary of Placement Confirmation form</td>
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<td></td>
<td>Please note: Non-government schools have also been requested to submit this information</td>
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<tr>
<td>Wed 20 Aug</td>
<td>Primary schools notify parents of Year 6 students in writing of the results of the placement process. Please note: Parents should not be contacted about the placement process prior to this date</td>
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<tr>
<td>Mon 25 Aug</td>
<td>Secondary schools may from this day communicate with parents of future Year 7 students. Secondary schools initially manage appeals by parents of Year 6 students regarding placements</td>
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<tr>
<td>Fri 29 Aug</td>
<td>Closing date for parents to lodge an appeal with secondary schools</td>
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<tr>
<td>Fri 5 Sep</td>
<td>Secondary Schools complete process of informing parents of appeal outcome</td>
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<tr>
<td>Fri 12 Sep</td>
<td>Closing date for parents to lodge an appeal with the Regional Director regarding placement</td>
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<tr>
<td>Tue 9 Dec</td>
<td>Secondary schools host an Orientation Day for Year 6 students. Secondary schools must accommodate parents who change their mind and/or permanent residential address.</td>
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<td></td>
<td>• 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.</td>
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<td></td>
<td>• 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.</td>
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</tbody>
</table>
TO PARENTS OF CHILDREN IN YEAR 6

Dear Parent/Guardian

PLEACEMENT 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 enclosed Application for Year 7 Placement form and return it to your Year 6 Coordinator no later than Friday, 23 May, 2014.

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

PETER GREENWELL
Regional Director
North Eastern Victoria Region
2014
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 Year 6 to Year 7.

For more information, please see 

How can I find a list of schools in my area?
To find a list of secondary schools by location, please see:

- Government schools: 
- Catholic schools: 
  http://web.cecv.catholic.edu.au/schools/default.asp
- 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.

For more information, please see 

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 Eastern 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 Eastern 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.

For more information, please see 
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.

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).
- 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 should I do if I want to enrol my child in a government secondary school with multiple campuses?

There are several multi-campus government secondary schools in the North Eastern Victoria Region with Year 7 enrolments at more than one campus. If you wish your child to attend a particular campus, you will need to indicate your preference in Section 4 of the Application for Year 7 Placement form. These schools are:

- Rowville Secondary College
- Wodonga Middle Years College
- Yarra Hills Secondary College

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 Monday, 29 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, 12 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

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.

For more information, please see http://www.education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx
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 in 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?

For more information, please see http://www.education.vic.gov.au/school/parents/secondary/Pages/international.aspx

GUIDE TO OPERATIONAL DEFINITIONS AND ENROLMENT STRATEGY AND PRIORITY ORDER OF PLACEMENT OPERATIONAL DEFINITIONS

- A neighbourhood boundary shows the relationship between government schools and defines the geographic area / neighbourhood served by each school.

- The designated neighbourhood school is the government school that is nearest the student’s permanent residence, unless the Regional Director:
  - needs to restrict new enrolments at a school due to pressure on enrolment capacity; and therefore
  - has designated a neighbourhood zone for the school.

This table defines the measure of the nearest school (not withstanding if a neighbourhood zone has been put in place):

<table>
<thead>
<tr>
<th>If the student resides in:</th>
<th>Then the nearest government school is measured by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The metropolitan area, Ballarat,</td>
<td>A straight line from the student’s permanent residence</td>
</tr>
<tr>
<td>Bendigo or Geelong</td>
<td></td>
</tr>
<tr>
<td>Any other area</td>
<td>The shortest practicable route</td>
</tr>
</tbody>
</table>

- Designated neighbourhood zone is the geographic area served by a government school after the Regional Director has approved a change to the enrolment boundary due to pressure on enrolment capacity.

Notes:
- Each campus of a multi-campus government school has its own designated neighbourhood zone.
- Students must attend the nearest government school to be entitled to free school contract bus travel or a conveyance allowance, where eligible.

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:
- Students for whom the school is the designated neighborhood 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. (For example this criterion applies to senior secondary programs including VCE, VET and VCAL, language continuity, SEAL programs, and Select Entry Schools).
- All of the students in order of closeness of their permanent residence to the school. In exceptional circumstances, compassionate grounds.”
Year 6 to Year 7 Transitions: Schools in North Eastern Victoria Region with Year 7

Alexandra Secondary College
Ashwood Secondary College
Auburn High School
*Balwyn High School
Bayswater Secondary College
Beechworth Secondary College
Benalla P-12 College
Blackburn High School
Boronia K-12 College
*Box Hill High School
*Box Hill Senior Secondary College
Brentwood Secondary College
Bright P-12 College
Broadford Secondary College
*Camberwell High School
*Canterbury Girls Secondary College
Cobram Secondary College
Corryong College
*Croydon Community School
*Doncaster Secondary College
*East Doncaster Secondary College
Emerald Secondary College
Euroa Secondary College
*Fairhills High School
Forest Hill College
*Glen Waverley Secondary College
Healesville High School
Heathmont College
Highvale Secondary College
*Kew High School
*Koonung Secondary College
Lilydale Heights College
Lilydale High School
Mansfield Secondary College
McGuire College
Melba Secondary College
Monbulk College
*Mooroolbark College
Mooroopna Secondary College
Mount Beauty Secondary College
*Mount Waverley Secondary College Junior Campus
Mullauna Secondary College
Myrtleford P-12 College
Nathalia Secondary College
*Norwood Secondary College

Numurkah Secondary College
*Ringwood Secondary College
Rowville Secondary College
Rutherglen High School
Scoresby Secondary College
Seymour College
Shepparton High School
*Sherbrooke Community School
South Oakleigh Secondary College
Swinburne Senior Secondary College
Tallangatta Secondary College
Templestowe College
Upper Yarra Secondary College
Upwey High School
*Vermont Secondary College
Wallan Secondary College
*Wanganui Park Secondary College
Wangaratta High School
*Wantirna College
*Warrandyte High School
Wellington Secondary College
Wheelers Hill Secondary College
Wodonga Middle Years College
Yarra Hills Secondary College
Yarrawonga College P-12
Yea High School

Specialist Schools
Ashwood School
Aurora School
Belmore School
Belvoir Wodonga Special Developmental School
Bulleen Heights School
Burwood East Special Developmental School
Cobram Special Developmental School
Croydon Special Developmental School
Eastern Ranges School
Glenallen School
Heatherwood School
Monash Special Developmental School
Mount Evelyn Special Developmental School
Vermont South Special School
Verney Road School
Wangaratta District Specialist School

*indicates schools with an enrolment restriction
Year 6 to Year 7 Transitions: Privacy Notice

1. Sections of the attached Application for Year 7 Placement form may 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.