

Year 6 to 7 Placement Information Pack 2023-24

Guidance for parents and carers of Year 6
children at **non-government** schools
(Catholic, Independent and home schooling)
For placement in Year 7 in 2024

The Department of Education recognises that in some instances a local arrangement is in place for non-government primary schools to manage application forms for Year 7 placements in government secondary schools on behalf of parents/carers of students in non-government primary schools.

The advice in this document supports parents/carers with Year 6 children at non-government primary schools who may be considering applying for a place in a government secondary school.

This Placement Information Pack includes the *Application for Year 7 Placement 2024 Form* and is available on the [Department of Education website](#).

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Department
of Education

From the Department of Education

Placement of students commencing 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. If you are considering a government school for your child's secondary education, you are required to complete the *Application for Year 7 Placement 2024* form and follow the process included in this information pack.

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 and available space. For more information visit: vic.gov.au/how-choose-school-and-enrol

The below placement timeline and *Frequently Asked Questions* (FAQs) document 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 by **Friday 12 May 2023** and return to either:
 - your child's non-government primary school; **OR**
 - directly to your preferred government secondary school.

All parents/carers will be notified in writing of their child's Year 7 placement offers on **Wednesday 19 July 2023**.

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.

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 (for Government sector)

Statewide placement timeline and procedures for 2023-2024

2023 Dates	Activity
From Week 1, Term 2 2023	Parent/Carer Placement Information Pack available for download from the department's website: vic.gov.au/moving-primary-secondary-school-information-parents-and-carers 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 by this date.
Wednesday 19 July 2023	Parents/carers of Year 6 students are notified, in writing, of Year 7 placement offers.
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 .
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.
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.
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 2023-2024

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.

1. My child attends a Catholic or Independent primary school. How do I apply for a Year 7 place at a government secondary school for the 2024 school year?

If your child's non-government primary school is managing the placement process on your behalf, complete the *Application for Year 7 Placement 2024* form and submit it to your current school by **Friday 12 May**. They will notify you of your Year 7 placement offer for 2024.

If your child's non-government primary school is **not** managing the process, please contact your preferred government secondary school for direct submission of the *Application for Year 7 Placement* form.

All parents/carers will be notified in writing of their child's Year 7 placement offers on **Wednesday 19 July 2023**.

Your Department of Education regional office can answer questions about completing the form.

2. My child is home schooled. How do I apply for a Year 7 place at a government secondary school for the 2024 school year?

Complete the *Application for Year 7 Placement 2024* form and submit it to your preferred government secondary school.

All parents/carers will be notified in writing of their child's Year 7 placement offers on **Wednesday 19 July 2023**.

Your Department of Education regional office can answer questions about completing the form.

3. What happens if my preferred secondary school is unable to accept my child's application for enrolment?

If your first preference secondary school cannot offer a place to your child, they will forward the application to the second preference school and so on until your child is placed.

The school that is able to accommodate your child will notify you of the placement. If your preferred secondary school/s cannot offer a place, your child is guaranteed a place at their local school. All applications are considered in line with the department's Placement Policy.

4. How do I find the contact details of my department 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

Designated neighbourhood schools

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

Your local school is generally the government school closest 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

6. 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”.

7. 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.

8. 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 your local school.

9. 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

10. 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.

11. 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

12. 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 15). 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

13. 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.

14. 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.

15. 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](https://www.education.vic.gov.au/Pages/privacypolicy.aspx)

16. 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](https://www.education.vic.gov.au/Pages/privacypolicy.aspx)

Enrolling in a secondary school

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

The department’s website contains comprehensive information on the transition from Year 6 to Year 7. For information please visit: [vic.gov.au/moving-primary-secondary-school-information-parents-and-carers](https://www.vic.gov.au/moving-primary-secondary-school-information-parents-and-carers)

18. Do I need to complete an Enrolment Form?

Yes, you will need to complete an enrolment form if this is the first time your child is enrolling in a Victorian government school – **this form will be supplied by the secondary school.**

As part of the enrolment process, you will be required to provide the following information:

- evidence of identity and date of birth (for example, a birth certificate or passport)
- your contact details
- emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare.

19. 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](https://www.vrqa.vic.gov.au/home/Pages/homeeducation.aspx)

20. 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.

21. 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

22. 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)

23. 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.

24. 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.

25. 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.

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

You must contact your child's 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, you will need to contact your new local school or other government schools to seek enrolment.

Placement appeals

29. 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**. The secondary 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**.

30. 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.

31. 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.

32. 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 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, 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. 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
 - c. Emergency contact details
 - d. 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.
6. When a 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.
7. 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 to provide optimal education and support to each student.
8. 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.
9. If you require further information concerning transfer of your child's information or would like to update any information that you provided, please contact your child's primary school.
10. All information received by the department will be securely stored and handled in accordance with the Schools' Privacy Policy: education.vic.gov.au/Pages/schoolsprivacypolicy.aspx
11. 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.

Application for Year 7 Placement 2024

This form must be completed using **BLOCK LETTERS** by parents/carers of Year 6 students transitioning into a **government** secondary school for Year 7 in 2024.

Complete this form by **Friday 12 May 2023** and return to either:

- Your child's non-government primary school; **OR**
- Directly to your preferred government secondary school.

For more information on how enrolments are prioritised, visit vic.gov.au/how-choose-school-and-enrol

Section 1: Primary School details

Year 6 Student's Current Primary School			
VSN			
Fee Paying International Student*	YES / NO	International Student ID	

*Fee Paying International Students should make a new application via the Online Application Process at study.vic.gov.au/

Section 2: Year 6 student details

Family Name			
First Given Name		Date of Birth (dd-mm-yyyy)	/ /
Second Given Name		Gender	
Preferred name (if applicable)			
Current Permanent Residential Address			
Apartment number (if applicable)			
Street Number and Name			
Suburb		Postcode	
Current mailing address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different (complete below)		
Street Number and Name			
Suburb		Postcode	

Application for Year 7 Placement 2024 (cont'd)

Section 3: Parent or Carer details

Adult A		Adult B	
Relationship to Child (Parent, Carer, Step-Parent, Grandparent, etc.)		Relationship to Child (Parent, Carer, Step-Parent, Grandparent, etc.)	
Title (Ms, Mrs, Mr, etc)		Title (Ms, Mrs, Mr, etc)	
Given Name		Given Name	
Family Name		Family Name	
Mobile Number		Mobile Number	
Phone Number <i>(home)</i>		Phone Number <i>(home)</i>	
Email address		Email address	
On weekdays, student lives with Adult A <i>(tick one)</i>	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with Adult B) <input type="checkbox"/> Sometimes or Never	On weekdays, student lives with Adult B <i>(tick one)</i>	<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 <i>(tick one)</i>	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults		

Application for Year 7 Placement 2024 (cont'd)

Section 4: Government school placement preferences

Complete **Section 4** if:

- 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 2024; or
- your registration for home schooling is still being assessed by the VRQA.

Section 4A: Designated neighbourhood school

To locate your child's designated neighbourhood school for Year 7 in 2024, enter your permanent residential address at findmyschool.vic.gov.au

Your designated neighbourhood school <i>(include campus if applicable)</i>	
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Section 4B: Secondary school preferences

You are provided the opportunity to list up to three school preferences, which can include your designated neighbourhood school.

Please note: if your child is unable to be placed at any of your preferred school/s, they will be allocated to their designated neighbourhood school, as listed in **Section 4A**.

If you would like to request placement for your Year 6 child under a sibling claim, please also complete **Section 4C**.

Government school name <i>(include campus if applicable)</i>		Office Use Only - Date of Distribution
1		
2		
3		

Section 4C: Sibling Claim

A sibling claim can be made for government schools where:

- 1) the sibling resides at the same permanent residential address as your Year 6 child; **and**
- 2) the sibling is currently enrolled at the school; **and**
- 3) the sibling will continue to be enrolled at the school in 2024.

Government school name	Name of sibling	Year level in 2024

Application for Year 7 Placement 2024 (cont'd)

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

Only complete **Section 5** if you have received confirmation of a place in a non-government school **OR** if you have confirmed registration for your child for home schooling in 2024.

You are also encouraged to 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 2024; or
- your registration for home schooling is still being assessed by the VRQA.

If you have already applied for, or believe you will be applying for, home schooling or a placement in a non-government school for 2024, please indicate the name of the school below.

Name of Catholic or Independent school	Confirmed Place
	YES / NO
Home schooling	Details
Date application form sent to the VRQA	/ / 2023
Outcome of application	APPROVED / REFUSED

Section 6: Signature of Parents or Carers

Please see page 11 for the full Privacy Notice.

- I have read this form and the attached Privacy Notice.
- 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.
- (If applicable)* 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.
- (If applicable)* I have attached confirmation that my child has been accepted into a non-government school in 2024.
- (If applicable)* I have attached confirmation that I have registered my child with the Victorian Registration and Qualifications Authority for home schooling in 2024.

Adult A signature		Adult B signature	
Date	/ / 2023	Date	/ / 2023