

## Year 6 to Year 7 Transition: Frequently Asked Questions (Parents/Carers)

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

The Department of Education and Training (the Department) website contains comprehensive information on the transition from Year 6 to Year 7.

For information for parents, please see: [education.vic.gov.au/school/parents/secondary/Pages/starting.aspx](http://education.vic.gov.au/school/parents/secondary/Pages/starting.aspx)

For information for students, please see: [education.vic.gov.au/school/students/secondary/Pages/default.aspx](http://education.vic.gov.au/school/students/secondary/Pages/default.aspx)

### 2. What should I consider when choosing a secondary school?

There are many things to consider to ensure the school is the best fit for your child's learning and development. Factors you may consider include 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)
- non-government schools, including Catholic schools and independent schools.

The Education State is about great education system and schools that widen opportunities for all and empowers people with the skills, knowledge and experience they need to build healthy, happy and prosperous lives.

### 3. Where can I find schools in my area that offer Year 7?

A list of government secondary schools in this region offering Year 7 enrolments is included in this pack.

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

- Government schools: [education.vic.gov.au/findaservice/Home.aspx](http://education.vic.gov.au/findaservice/Home.aspx).
- Catholic schools: [cem.edu.au/our-schools/](http://cem.edu.au/our-schools/)
- Independent schools: [services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx](http://services.is.vic.edu.au/ebiz/customerservice/schoollocator.aspx)

### 4. Do I need to complete the 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 8) and will be continuing at the same school?

A Year 7 Placement Form needs to be completed for each student (except fee-paying international students) seeking a placement in another school, for example, primary school students moving to a secondary school.

If your child is **continuing** at the same school (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 8

school), a Year 7 Placement form does **not** need to be completed.

If your child attends a school which offers both Year 6 and Year 7 but you are seeking an enrolment in a different school for Year 7, the Year 7 Placement Form needs to be completed.

### 5. 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:

- each child will be provided with a place in the designated neighbourhood school (see question 6 below)
- parents and carers will be provided with an 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 and who will continue attending the school in 2019 provided the school has capacity
- parents and carers are able to send their child to any other school where space is available
- enrolments are contained in each secondary school within the limits of available resources as determined by the Department of Education and Training's Regional Director.

### 6. What is a designated neighbourhood school?

The *designated neighbourhood school* is generally the secondary school within closest proximity to the student's permanent residential address, unless the Minister or Regional Director needs to restrict new enrolments at a school due to pressure on enrolment capacity.

The nearest school is determined on the basis of the child's permanent residence. Schools may request that parents or carers provide supporting documentation to assist in verifying a student's permanent residential address.

In some circumstances, where there is a need to restrict enrolments at a school, the Department's Regional Director may have defined a different enrolment boundary for the school by establishing a designated neighbourhood zone. Where a zone is in place, a child's designated neighbourhood school may not be their nearest school.

For more information, please see: [education.vic.gov.au/school/parents/secondary/Pages/boundary.aspx](http://education.vic.gov.au/school/parents/secondary/Pages/boundary.aspx)

### 7. Can my child attend a government secondary school if we live outside the designated neighbourhood boundary or zone?

All requests from parents and carers living outside the designated neighbourhood boundary or zone will be considered by the Principal at each government secondary school.

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the

following priority order as outlined in the Department's Placement Policy:

1. Students for whom the school is the designated neighbourhood school
2. Students with a sibling at the same permanent address who are attending the school at the same time
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school
4. Students seeking enrolment on specific curriculum grounds
5. All other students in order of closeness of their home to the school
6. In exceptional circumstances, compassionate grounds.

For further information, please see the Department's Placement Policy:

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

#### **8. 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 also be attending the secondary school in 2019, please ensure the Sibling Claim information is included in Section 4 of the *Application for Year 7 Placement* form.

#### **9. What should I do if I want to enrol my child in a government secondary school with multiple campuses?**

There are several government secondary schools in Victoria that offer 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.

#### **10. What is the process for a parent or carer lodging an appeal against an enrolment placement decision?**

An appeal to the preferred secondary school against an enrolment placement decision can be made on the grounds that the priority order of placement has not been applied or, in exceptional circumstances, on compassionate grounds.

Any appeal by parents or carers regarding a decision not to provide a Year 7 placement must be lodged with the preferred secondary school by **Friday 17 August 2018**. It will be considered by the principal and parents or carers will be notified of the outcome by **Friday 31 August 2018**.

If your appeal to the Principal of your preferred secondary school is unsuccessful and you believe that your grounds have not been adequately considered, you may lodge a further appeal in writing to the appropriate Department of Education and Training Regional Director by **Friday 7 September 2018**.

Year 7 placement appeals are considered by a panel of senior regional staff that assess the appeal against the priority order of placement. This panel provides advice and a recommendation to the Regional Director who

makes the final decision. This concludes the appeal process.

Your regional office will provide contact details and a process for lodging an appeal to the Regional Director.

#### **11. My child has a disability. How can I ensure their additional needs are met?**

The principles of effective transition planning, and placement, for students with a disability are the same as for all students moving from primary to secondary school. Transition planning for students with disabilities may commence earlier to identify and develop supports for additional needs.

There is a range of options available to assist students with disabilities to access quality education. General information about the transition is available on the Department's website. Please see the *Transition Resource for students with additional or complex needs that arise from disability*: [education.vic.gov.au/school/teachers/studentmanagement/transitions/Pages/transdisability.aspx](http://education.vic.gov.au/school/teachers/studentmanagement/transitions/Pages/transdisability.aspx)

#### **12. What assistance is available to support my child's travel to and from school?**

A range of transportation options is available to eligible young people, including the School Bus Program, travel to specialist schools, the Students with Disabilities Transport Program and conveyance allowance.

For more information, please see:

[education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx](http://education.vic.gov.au/school/parents/secondary/Pages/schooltravel.aspx)

#### **13. 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, to commence in 2019, you are not required to complete Section 4 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 Year 7 in 2019, but have not had this placement confirmed, you may also apply for a place in a government school.

**Late confirmation of placement:** If your child is granted a place in a non-government secondary school after you have been allocated a place in a government school, you are asked to notify your primary school immediately so that your child's place can be reallocated.

#### **14. Where can I find information about enrolment for international students?**

Please note that fee-paying international students should make a new application to the International Education Division at [www.study.vic.gov.au](http://www.study.vic.gov.au) for enrolment into a government school, or apply directly to their school of choice if this is a non-government school.

For more information please see:

[education.vic.gov.au/school/parents/secondary/Pages/international.aspx](http://education.vic.gov.au/school/parents/secondary/Pages/international.aspx)

#### **15. If a child has two permanent addresses, how is the designated neighbourhood school decided?**

If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of his or her weekdays.

**16. Who may sign the form?**

Where practicable all parents or carers of a child should sign and submit a single application for placement form. Parents and carers are defined as:

- A Parent as defined in the Family Law Act 1975
- A person designated responsibility for enrolment decisions under a court order
- An informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them.

Note: where it is not practicable or possible for parents or carers to sign a single form, this should be communicated to the primary school who will work with the family and regional office to develop a solution for the specific situation of the family. It is expected that if parents or carers have difficulty reaching agreement, the dispute should be resolved between the parents or carers through discussion, attendance at the Family Relationship Centre or at Court.

The Admission page on the School Policy and Advisory Guide provides information on consent and the requirements for the signatures of parents and carers:

[education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx](http://education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx)

**17. How do I apply for a place when my child is home schooled?**

Your regional office will be able to provide you with a copy of the application for placement form and provide you with further information regarding the Year 7 placement process.

**18. 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, see:

[education.vic.gov.au/about/contact/Pages/regions.aspx](http://education.vic.gov.au/about/contact/Pages/regions.aspx)

**Year 6 to Year 7 Transition:  
Government Schools in North West Victoria Region with Year 7**

All government schools in Victoria are listed on the department's website:

<http://www.education.vic.gov.au/FINDASERVICE/HOME.ASPX>

Schools with enrolment restrictions have an approved enrolment management strategy in place, which limits the number of students who are eligible to gain entry. Such schools will usually have a map of their designated enrolment boundary or zone on their website.

Bendigo South East 7-10 Secondary College##  
Boort District P-12 School+  
Brunswick Secondary College\*  
Bundoora Secondary College  
Castlemaine Secondary College+  
Chaffey Secondary College##  
Charles La Trobe P-12 College  
Charlton College+  
Coburg High School  
Cohuna Secondary College+  
Collingwood College  
Craigieburn Secondary College  
Crusoe 7-10 Secondary College##  
Diamond Valley College+  
Eaglehawk Secondary College##  
East Loddon P-12 College+  
Echuca College+  
Edgars Creek SC (New 2018)  
Eltham High School\*  
Epping Secondary College  
Fitzroy High School\*  
Gisborne Secondary College+  
Gladstone Park Secondary College\*#  
Glenroy Secondary College  
Greensborough Secondary College+  
Hazel Glen College\* (New 2015)  
Hume Central Secondary College:  
    Blair St Campus  
    Dimboola Rd Campus  
Irymple Secondary College+  
John Fawcner Secondary College  
Kerang Technical High School+  
Kyabram P-12 College+  
Kyneton Secondary College+  
Lalor North Secondary College  
Lalor Secondary College\*  
Lynall Hall Community School  
Macleod College (P-12)  
Manangatang P-12 College+  
Maryborough Education Centre+  
Melbourne Girls College\*  
Merbein P-10 College+  
Mernda Central P-12 College (New 2017)  
Mildura Senior College+  
Mill Park Secondary College  
Montmorency Secondary College\*+  
Mount Ridley P-12 College  
Murrayville Community College+  
Northcote High School\* @  
Ouyen P-12 College+  
Pascoe Vale Girls Secondary College\*+  
Peter Lalor Secondary College  
Princes Hill Secondary College\*  
Preston High School (New 2019)  
Pyramid Hill College+  
Red Cliffs Secondary College+  
Reservoir High School  
Richmond High School (New 2018)  
Robinvale P-12 College+

Rochester Secondary College+  
Roxburgh College\*  
Rushworth P-12 College+  
St Helena Secondary College\*##  
Sunbury College+  
Sunbury Downs Secondary College+  
Swan Hill College+  
Sydney Road Community School  
The Lakes South Morang P-9 School  
Thomastown Secondary College  
Thornbury High School  
Tyrrell College+  
Viewbank College\*  
Wedderburn College+  
Weeroona College Bendigo##  
Werrimull P-12 School+  
Whittlesea Secondary College+  
William Ruthven Secondary College  
Wycheproof P-12 College+

**Special and other schools**

Bendigo Special Developmental School  
Broadmeadows Special Developmental School  
Coburg Special Developmental School  
Concord School  
Croxton Special School  
Diamond Valley Special Developmental School  
Echuca Specialist School  
Glenroy Specialist School  
Hume Valley School  
Jacana School for Autism  
Kalianna Special School  
Merriang Special Developmental School  
Mildura Specialist School  
Northern School for Autism  
Sunbury and Macedon Ranges Specialist School  
Swan Hill Specialist School  
Waratah Special Developmental 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 Training 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

