

YEAR 6 TO YEAR 7 PLACEMENT APPEALS

This **fact sheet** provides parents/carers with information about placement appeals.

1. How do I make an appeal about my child's Year 7 placement for 2022?

In the first instance, parents/carers should lodge a written appeal with the preferred secondary school using the **Year 6 to Year 7 Transition Placement Appeal form**.

This written appeal should be lodged with the preferred secondary school, by **Monday 16 August 2021**.

To assist families in this process, your appeal may be lodged using the **Year 6 to Year 7 Transition Placement Appeal form**.

It will be considered the school's placement committee and/or Principal and you receive written notification of the outcome by **Friday 27 August 2021**.

2. 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 your grounds have not been adequately considered by school's placement committee and/or Principal, you may lodge a further written appeal to the relevant Department of Education and Training **Regional Director** by **Tuesday 7 September 2021**.

Appeals to the Regional Director may not be considered if you have not appealed to your preferred secondary school in the first instance.

3. When will I be advised about the outcome of my appeal to the Regional Director?

You will receive written notification of the outcome by **Friday 29 October 2021**. This outcome **concludes** the appeal process.

4. Can I lodge an appeal to the relevant Regional Director after the closing date of Tuesday 7 September 2021?

This date is set to ensure all Year 6 students have the opportunity to 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 be considered at the discretion of the relevant Regional Director **and may not be accepted**.

If you wish to lodge an appeal after **Tuesday 7 September 2021**, you should contact your regional office for advice.

5. How does the Regional Director consider parent/carer placement appeals?

Appeals are considered by a panel of senior regional staff that assess the appeal against the priority order of placement, and on compassionate grounds in exceptional circumstances.

This panel provides a recommendation to the relevant Regional Director who makes the final decision

Parents are not required to meet with the panel. The panel will make a recommendation to the Regional Director based on evidence outlined in the appeal and Department of Education and Training's Placement Policy.

6. How does the department Consider Appeals on compassionate grounds?

The Department recognises there may be some situations where, due to exceptional circumstances, a student may be unable to enrol their designated neighbourhood school, or it may not be in the student's best interests to enrol at their designated neighbourhood school.

In these exceptional circumstances, enrolment at another school may be sought on compassionate grounds.

In these instances, families must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child or children, citing, for example, family violence or specific wellbeing, safety, physical health and/or mental health concerns. Importantly, this is **not** a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds; each application will be dealt with on a case-by-case basis.

The student will generally be offered a place at the school in next closest proximity to the student's permanent address or current address or location where relevant (e.g. family violence).

Schools and regions are able to assess and make a determination for compassionate grounds applications on a case-by-case basis.

7. 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, including, but not limited to:

- legal documentation;
- reports from allied health and/or medical professionals, Department of Health and Human Services Practitioners, Victoria Police, family violence services, court orders, etc.

For more information on the Department's Privacy Policy, see:

<https://www.education.vic.gov.au/Pages/privacypolicy.aspx>

8. Who can provide further assistance with this process?

If you have any question regarding the Appeal form or the placement appeals process, please contact your regional office for advice.

You can find the regional office contact details and locations on the Department's website, here:

<https://www.education.vic.gov.au/about/contact/Pages/regions.aspx>

9. Where do I email my appeal to the Regional Director?

**North-Eastern Victoria Region
Community Liaison Officers**

nevr@education.vic.gov.au

Ph: 1300 333 231

**North-Western Victoria Region
Community Liaison Officers**

nwvr@education.vic.gov.au

Ph: 1300 338 691

**South-Eastern Victoria Region
Community Liaison Officers**

sevr@education.vic.gov.au

Ph: 1300 338 738

**South-Western Victoria Region
Community Liaison Officers**

swvr@education.vic.gov.au

Ph: 1300 333 232