



HUNTINGDALE
PRIMARY SCHOOL
'Engaging Minds Together'

Year 6–7 Transition Information Evening

4 May 2022

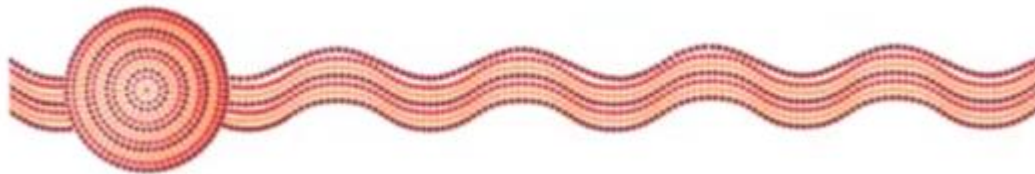


Acknowledgement of Country

I would like to start this meeting by remembering the traditional owners of the land that our school is built on.

We pay our respects to the current aboriginal people and those that were here before us and their memory.

We also respect that learning took place for thousands of years before our school was built.



Purpose

To:

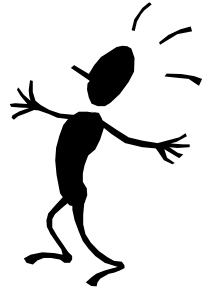
- ▶ Share the Department of Education and Training's (DET) Year 6-7 Transition Process.
- ▶ Give parents an understanding of their role in the transition process.
- ▶ Inform you of the school's role in the Year 6-7 Transition process.
- ▶ Answer any questions you may have or direct you to the relevant resources.



Where are you?

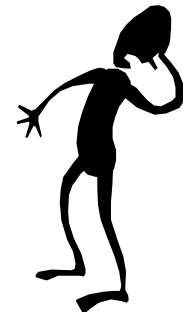


Feelings...



The prospect of your child starting Secondary College can bring about lots of questions, expectations and feelings.....

Which one are you feeling?



The School's Role

What we do

- ▶ Follow DET Guidelines and policies.
- ▶ Have a Year 6-7 Transition Coordinator- Maria Mathews + Gill Penfold
- ▶ Disseminate Year 6-7 Transition Information to families.
- ▶ Let you know of Open Evenings of Secondary Colleges- sometimes in our newsletter or there are flyers at the Office.
- ▶ Pass on to Secondary Colleges your preferences.
- ▶ Inform you of what Secondary College your child has been accepted to on the given date specified by DET.
- ▶ Fill in transition information about your child, once their Secondary College placement is confirmed.
- ▶ Answer your questions and support you.



The School's Role continued...

What we don't do

- ▶ Tell you where to send your child.
- ▶ Select your child's Secondary College.
- ▶ Make recommendations to any Secondary Colleges about students- either verbally or via letter.
- ▶ Write letters for schools.



Your Role

- ▶ Discuss Secondary Schooling with your child.
- ▶ Find out information about Secondary Colleges e.g. Tours, Open Evenings, information packs
- ▶ Make a decision on where you want to send your child.
- ▶ Ensure you return all notices on time to the school.
- ▶ Have a back up plan!
- ▶ Understand that we don't have any influence in Secondary College Placements.
- ▶ Inform the school immediately if there are any changes to your preferences.



GOVERNMENT SCHOOLS

STATEWIDE PLACEMENT TIMELINE AND PROCEDURES 2022-23 – FOR YEAR 7 PLACEMENT IN 2023 SCHOOL YEAR

2022 Dates	Activity
Term 2	
From Week 1, Term 2 2022	Government primary schools distribute information to all parents/carers of Year 6 students on how to access the Transition Information Pack. This pack includes the Application for Year 7 Placement 2022 form.
Friday 13 May 2022	Parents/carers return the Application for Year 7 Placement 2022 form to their child's government primary school by this date.
Term 3	
Wednesday 20 July	Government primary schools notify parents/carers of Year 6 students of Year 7 placement offers, in writing.
From Thursday 21 July 2022	Secondary Schools can write to families with a welcome letter Parents/carers may commence lodging written placement appeals to their preferred secondary school using the Year 6 to Year 7 Transition Placement Appeal Form. The school will provide you with this form.
Friday 29 July 2022	Closing date for parents/carers to lodge a written placement appeal with their preferred secondary school.
Tuesday 9 August 2022	Secondary schools notify all parents/carers in writing of the outcome of their 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 in your transition pack for further details

2022 Dates	Activity
Wednesday 10 August 2022	All parents/carers return their Year 7 Placement Acceptance Slip to their child's government primary school.
Friday 19 August 2022	Primary schools send Summary of Year 7 Acceptances Form to all secondary schools.
Monday 22 August 2022	Secondary schools may commence distributing orientation, and other transition information to parents/carers of Year 6 students who have a confirmed Year 7 placement for 2023.
Tuesday 23 August 2022	Closing date for parents/carers to lodge a written placement appeal with the relevant Regional Director where they are unsuccessful with their appeal to the secondary school.
Term 4: Monday 4 October 2021 – Friday 17 December 2021	
Friday 21 October 2022	Regions notify all parents/carers in writing of the outcome of Regional Director placement appeals by this date. Note: this only applies to appeals received by the closing date of Tuesday 23 August 2022
Tuesday 25 October 2022	Parents/carers who received an outcome for their non-placement appeal to the Regional Director, must submit an updated Year 7 Placement Acceptance Slip to their child's government primary school by this date.
Tuesday 13 December 2022	Secondary schools host an Orientation Day for Year 6 students.



Student Testing & entry interview requirements

- ▶ On February 22 DET sent a circular to all schools reminding of this policy
- ▶ This change came into effect from Term 2, 2021, introducing changes that apply to all mainstream primary and secondary enrolments.

Schools **must not** undertake student testing before making placement offers.

Schools also must not reserve places or prioritise placement for students because of test results or interviews.

Changes were introduced to:

- ▶ Provide greater clarity and transparency for families and to promote equity in the system. The intention is that by only testing students once they have been offered placement, families will have a clearer understanding that test results are not used to prioritise students for enrolment.
- ▶ Reduce:
 - the administrative burden on schools
 - the number of students changing schools
 - enrolment appeals.



Choosing a School

There are lots of reasons why parents choose a particular Secondary College for their child:

- Local Neighbourhood School that is within walking distance.
- They are in the zone for that school.
- An older sibling goes there.
- The parents went there themselves- family connection.
- The school has a particular program that appeals e.g. Sport Academy, Arts/Music Program, Japanese
- The academic program the school offers- VCAL, VCE
- The extra-curricular program the school offers- Camps, Leadership Program
- Costs
- Size of school



**Don't rely on the 'reputation' of a school from the grapevine...
One school that might be good for one child isn't
necessarily good for another.....as their needs may be different
You need to look for yourself!**

Good advice ➡

<https://www.vic.gov.au/school>

Using Find My School Website

- ▶ Begin by visiting www.findmyschool.vic.gov.au
- ▶ You can find your designated neighbourhood school by entering your residential address OR searching using the name of a school.
- ▶ The result will show:
 - ▶ where the school is located within the zone and the residential address (if provided)
 - ▶ information about the school, its region and a link to the school website.
- ▶ To refine results to the type of school, select 'Primary' or 'Secondary'. There is the option to filter results by year level for secondary schools.



Local School

- ▶ The designated neighbourhood school is measured by a straight line from your **permanent address**, if you live in:
 - Metropolitan Melbourne
 - Ballarat
 - Bendigo
 - Geelong
- ▶ If your child lives at multiple addresses, **their permanent address is where they spend most of their weekdays.**
- ▶ Schools may request that parents or carers provide supporting documentation to assist in verifying a student's permanent residential address. **There are DET Permanent Address Guidelines**
- ▶ Your child has a right to enrol in their designated neighbourhood school. This right is set out in the [Education Reform Act 2006](#)



DET Placement Policy

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

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.

In exceptional circumstances, compassionate grounds. This is made on a case by case basis and is not part of the placement policy. Parents/carers must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at the designated neighbourhood school unsuitable for their child (for example, family violence or specific wellbeing, safety, physical health and/or mental health concerns).

Read the Department's Placement Policy including the priority order of placement at:
<https://www2.education.vic.gov.au/pal/enrolment/policy>



Going to a non-local School

- ▶ All schools have a zone!
- ▶ A number of schools have restricted zones to respond to local population growth.
- ▶ Some schools have an enrolment management plan
- ▶ **You have the choice to enrol your child at a school outside of your designated neighbourhood zone.**
- ▶ The school may accept this enrolment as long as it has the capacity to do so.
- ▶ Once the school has reached its capacity, it cannot accept enrolments from outside its neighbourhood zone. It must reserve enough space to enrol students who move into the zone.
- ▶ This is outlined in the placement policy.



Application for Year 7 Placement 2023

Section/step	Responsible party
Section 1	Government primary school to complete
Sections 2 – 6	Parents/carers to complete

Your child's primary school may complete Sections 1-4a of the Application form prior to distribution.
Please check these details for accuracy and advise your primary school if any information they have completed is incorrect.

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 2023.

Please return this Application to your child's primary school by Friday 13 May 2022. To read the Department's Placement Policy, including the priority order of placement, please visit www2.education.vic.gov.au/parentinformation/guidancereplacement-policy

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 www.study.vic.gov.au/en/Forms/default.aspx



Application for Year 7 Placement 2023 (cont'd)

Section 3: Parent or carer details

Adult A		Adult B	
Relationship to child (Parent, Carer, Grandparent, Grandparent, etc.)		Relationship to child (Parent, Carer, Grandparent, Grandparent, etc.)	
Title (Mr, Mrs, Mx, etc.)		Title (Mr, Mrs, Mx, etc.)	
Given name		Given name	
Family name		Family name	
Mobile number		Mobile number	
Phone number (home)		Phone number (home)	
Email address		Email address	
On weekdays, student lives with Adult A (tick one)	<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 (tick one)	<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 (tick one)		<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults	



Application for Year 7 Placement 2023 (cont'd)

Section 4: Government school placement preferences

Complete Section 4 if:

- you are seeking a Year 7 placement in a government school, OR
- you are in doubt of a Year 7 placement at a non-government (Catholic or independent) school, OR
- you have not received the outcome of your child's registration application for home schooling.

Section 4A: Designated neighbourhood government school

To find your child's designated neighbourhood school for Year 7 in 2023, enter your permanent residential address at www.findmyschool.vic.gov.au

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

List up to three government schools in your order of preference below. You can list your designated neighbourhood school as your only preference or as your second or third preference.

You do not have to list three schools, however if your child is unable to be placed at any of your preferred schools, your child's placement will be referred to your 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 (include campus if applicable)	Office Use Only - Date of Submission
1	
2	
3	



Application for Year 7 Placement 2023 (cont'd)

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 2023.

Include the name of the school and the 2023 year level of the sibling below.

Government school name	Name of sibling	Year level in 2023

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 2023.

You are also encouraged to complete Section 4 if you:

- are in doubt about the status of the non-government school place; or
- you have a confirmed non-government place but would still like to be considered for a government place for Year 7 in 2023; 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 2023, please write down the name of the school below.

Name of Catholic or independent school	Confirmed place
	YES / NO
Home schooling	
Date application form sent to the VRQA	/ / 2022
Outcome of application	APPROVED / REFUSED



Application for Year 7 Placement 2023 (cont'd)

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 2023.
- ☐ (If applicable) I have attached confirmation that I have registered my child with the Victorian Registration and Qualifications Authority for home schooling in 2023.

Adult A signature		Adult B signature	
Date	/ / 2022	Date	/ / 2022



Filling in the form

How many secondary schools can I preference on the Application form?

You may list up to three government schools, in your order of preference, in section 4B.

Do I need to identify three secondary school preferences if my first preference is my designated neighbourhood school?

No. It is sufficient to identify one preference if that school is your designated neighbourhood school.

What happens if my child does not receive a place in their preferred secondary school, or schools?

Your child will be allocated to their designated neighbourhood school.



What happens if I change my mind once my child's Year 7 placement has been accepted?

You must contact your child's primary school as soon as possible to advise them of your change of mind. The primary school will liaise with the secondary school(s).

No other forms

- ▶ Schools should not ask you to:
 - Fill in other forms
 - Attach any testing results such as NAPLAN
 - Include school reports



Home Schooling

- ▶ When you decide to educate your child at home, you take on responsibility for:
 - planning their learning
 - teaching them
 - assessing what they've learnt.
- ▶ To apply to register for home schooling you need to submit to the Victorian Registration and Qualifications Authority (VRQA):
 - a completed application form;
 - necessary documentation such as proof of your child's identity;
 - a learning plan detailing how you intend to address the learning areas.
- ▶ For more information see:
<https://www.vrqa.vic.gov.au/home/Pages/homeeducation.aspx>



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.
- Contact independent and catholic schools directly for enrolment details.



Non-Government Schools

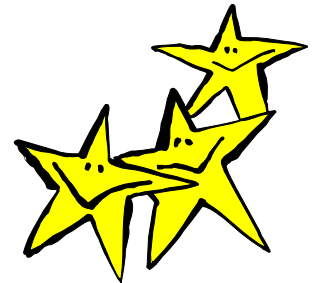
What should I do if my child will be attending a non-government school for Year 7?

- ▶ 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 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 in 2023, but have not had this placement confirmed, or the VRQA is still assessing your child's registration application for home schooling, you may also apply for a place in a government school by completing section 4B.
- ▶ Late confirmation of placement: If your child is granted a Year 7 place in a non-government secondary school, or your child's registration for home schooling is approved by the VRQA, after you have been allocated a place in a government school, you should notify your child's primary school immediately.



Some Important Advice

- ▶ If you don't return the Year 6-7 Transition forms your child will be allocated to their designated local school.
- ▶ If you don't receive a place in your preferred school your child will be placed in their designated local school.
- ▶ If your circumstances and Secondary College preferences change please tell the school immediately- we will pass this information onto the relevant Secondary Colleges.



Appeals

How do I make an appeal about my child's Year 7 placement for 2023?

- ▶ 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 may be lodged using the **Year 6 to Year 7 Transition Placement Appeal form**. We will provide you with a copy of this form.
- ▶ This written appeal should be lodged with the preferred secondary school, by **Friday 29 July 2022**.
- ▶ It will be considered by the school's placement committee and/or Principal and you will receive written notification of the outcome by **Tuesday 9 August**



What to do....

Year 6 Parents– ASAP

Year 5 Parents– Now

Year 4 Parents– Ponder

- ▶ Discuss Secondary Schooling options as a family and with your child.
- ▶ Determine what is important to you and the needs of your child in terms of Secondary Schooling.
- ▶ Visit Secondary Colleges and get information packs- read them!
- ▶ Attend Secondary College Open Evenings
- ▶ Go on a school tour of the Secondary College
- ▶ Ask lots of questions.
- ▶ Seek help if you need it.



Questions

