# PLACEMENT APPEAL FORM

**Section 1: School details**

|  |  |  |
| --- | --- | --- |
| **Name of preferred school** | **Primary** | **Secondary** |
| **Year level requested** | Foundation 🞎  Year 1 🞎  Year 2 🞎  Year 3 🞎  Year4 🞎  Year 5 🞎  Year 6 🞎 | Year 7 🞎  Year 8 🞎  Year 9 🞎  Year 10 🞎  Year 11 🞎  Year 12 🞎 |
| **Year of enrolment requested** | 2022 🞎  2023 🞎 | 2022 🞎  2023 🞎 |
| **Term requested** | Term 1 🞎  Term 2 🞎  Term 3 🞎  Term 4 🞎 | Term 1 🞎  Term 2 🞎  Term 3 🞎  Term 4 🞎 |

**Section 2: 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** | **Same as residential**  **Different** *(complete below)* | | |
| **Street Number and Name** |  | | |
| **Suburb** |  | **Postcode** |  |

**Section 3: DESIGNATED NEIGHBOURHOOD SCHOOL**

To locate your child’s designated neighbourhood school, enter your permanent residential address at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

|  |  |
| --- | --- |
| **Your designated neighbourhood school** *(include campus if applicable)* |  |

**SECTION 4: Parent or Carer Details**

| **Adult A** | | | **Adult B** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Relationship to Child** (Parent, Carer, Step-Parent, etc.) |  | | | **Relationship to Child** (Parent, Carer, Step-Parent, etc.) | |  | | |
| **Title** (Ms, Mrs, Mr, etc) |  | | | **Title** (Ms, Mrs, Mr, etc) | |  | | |
| **Given Name** |  | | | **Given Name** | |  | | |
| **Family Name** |  | | | **Family Name** | |  | | |
| **Mobile Number** |  | | | **Mobile Number** | |  | | |
| **Home Phone** |  | | | **Home Phone** | |  | | |
| **Adult A** | | | | **Adult B** | | | | |
| **Email address** |  | | | **Email address** | |  | | |
| **On weekdays, student lives with Adult A** *(tick one)* | 🞎 Full Time or Mostly  🞎 Equal Time (equal spilt with **Adult B)**  🞎 Sometimes or Never | | | **On weekdays, student lives with Adult B** *(tick one)* | | 🞎 Full Time or Mostly  🞎 Equal Time (equal split with **Adult A)**  🞎 Sometimes or Never | | |
| **Permanent Residential Address** | 🞎 Same as Section 2  🞎 **Different** to Section 2, *please complete:* | | | **Permanent Residential Address** | | 🞎 Same as Section 2  🞎 **Different** to Section 2, *please complete:* | | |
| **Nominate primary contact** | 🞎 Adult A 🞎 Adult B 🞎 Both Adults 🞎 Neither | | | | | | | |
| **Is the student at risk?** | 🞎 Yes *(complete the below question and attach a current copy of the document(s) to this Appeal)*  🞎 No | | | | | | | |
| **Risk Type** | 🞎 Parenting Order | 🞎 Parenting Plan | | | 🞎 Intervention Order | | 🞎 Protection Order | |
| 🞎 Informal Carer Stat Dec | 🞎 DHHS Authorisation | | | 🞎 Witness Protection Program Order | | 🞎 Other *(please specify)* | |

**Section 5A: Grounds for Placement Appeal**

Appeals to the school are based on consideration of the following:

1. *the child’s Designated Neighbourhood School, and*
2. *If the child has a sibling residing at the same permanent address who is currently attending the school, and*
3. *the school’s capacity to offer an out of zone placement.*

If you are seeking to enrol on **compassionate grounds**, please complete the Section **5B and** attach evidence as to why you believe your child should be admitted into your preferred school due to exceptional circumstances. Guidance on compassionate grounds can be found in the fact sheet at the end of this form.

**SECTIon 5B: rationale for Placement Appeal**

|  |
| --- |
| **Dear Placement Committee of preferred school** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Section 6: Signature of parent or carer**

**Privacy Notice Summary**: To assist with the consideration of your appeal, the Placement Committee/Placement Panel may seek information about you and your child. The full Privacy Notice is attached to this form.

I declare that all the information provided in this appeal is, to the best of my knowledge, true and correct and I have read the attached Privacy Notice.

*If applicable*: I have attached documents in support of my appeal (e.g. 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 applying on compassionate grounds*: I have attached documents in support of my appeal (e.g. allied health and/or medical professionals, Department of Health and Human Services Practitioners, Victoria Police, family violence services, court orders, etc.).

|  |  |  |  |
| --- | --- | --- | --- |
| **Adult A Signature** |  | **Adult B Signature** |  |
| **Date** | / /2022 | **Date** | / /2022 |
| ***Please note*** *-* only one parent/carer’s details are required to lodge an appeal unless a Family Law Court order is in place identifying equal shared parental responsibility both parents, in which case, both details and signatures are required. | | | |

**Privacy Notice**

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian government schools.
2. The Placement Appeal Form (the Appeal Form) requires you to provide a range of personal information about your child and your family. For example, the Appeal Form requests your child’s given name, family name, date of birth, gender, permanent residential address and (when appropriate) evidence of extenuating circumstances This information is necessary to enable the Department to assess your appeal of the non-placement decision (the Placement Appeal).
3. Providing this personal information through the Appeal Form will help to ensure an accurate and fair assessment during the Placement Appeals process.
4. Your Placement Appeal will be considered by the school principal and/or a placement committee
5. The school principal or placement committee may also contact your child’s current school to obtain any further information that is necessary to assess your Placement Appeal. Please ensure all personal information you have provided to the current school is current and up to date, including:
6. contact phone numbers
7. permanent residential address
8. emergency contact details, and
9. copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
10. The Department may make reasonable enquiries to verify information that you have provided, including to verify relevant information with third parties.
11. When a Victorian government school has made a placement offer, which you have accepted, and your child is transferring from another school, personal and health information about your child will be sent to your child’s new school. Transferring information about a student to their next 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.
12. If complete information is not provided in the Appeal Form, the outcome of your Placement Appeal may be delayed or the school may be unable to properly assess your Placement Appeal.
13. If you have queries regarding the Appeal Form or the Placement Appeal process, please speak with your child’s school or contact a Community Liaison Officer in your relevant regional office. 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>

**Placement Appeals**

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

1. How do I make an appeal about my child’s placement?

In the first instance, you should lodge a written appeal with your preferred school using the **Placement Appeal form**.

Your appeal will be considered by the school’s placement committee and/or principal and you will receive written notification of the outcome.

1. What happens if my appeal to my preferred school is not successful?

If your appeal to your preferred school is unsuccessful and you believe that your grounds have not been adequately considered by the school’s placement committee and/or principal, you may lodge a further written appeal to the **Regional Director** of the Department of Education and Training region in which your preferred school is located.

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

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

Usually parents and carers will receive written notification of the outcome within 4 weeks.This could be longer for appeals received late in Term 4.

The degional director’s decision **concludes** the appeal process.

1. How does the Regional Director consider parent and carer placement appeals?

Appeals are considered by a panel of senior regional staff who assess the appeal against the priority order of placement criteria. In exceptional circumstances, the panel assesses the grounds for a compassionate placement. The panel makes a recommendation to the regional director who then makes the final decision.

The appeal process does not include a parent or student interview with the panel or regional director. Parents and carers are expected to provide sufficient written evidence to support their appeal.

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

The department recognises there may be some situations where exceptional circumstances make enrolment at the designated neighbourhood school unsuitable, or it may not be in the student’s best interests to enrol at their designated neighbourhood school. In these cases, enrolment at another school may be sought on compassionate grounds.

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 the exceptional circumstances under which 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).

1. 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>

1. Who can provide further assistance with this process?

Please contact your regional office for advice if you have any question regarding the Placement Appeal form or the placement appeals process.

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>