



# Year 6-7 Transition Information Evening

**26 April 2023**



# Zoom Etiquette

- Recording this session and placing on website for families.
- Slide show will go on the website .
- Recommend camera off (so you are not being recorded).
- Please turn your microphone off.
- Questions in the chat function.
- Naomi will monitor the questions.

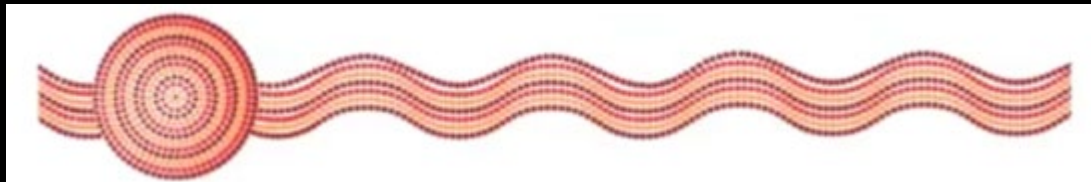


# Acknowledgement of Country

*I would like to start this meeting by remembering the traditional owners of the land that our school is built on- the Bunurong & Wurundjeri people of the Kulin Nation.*

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

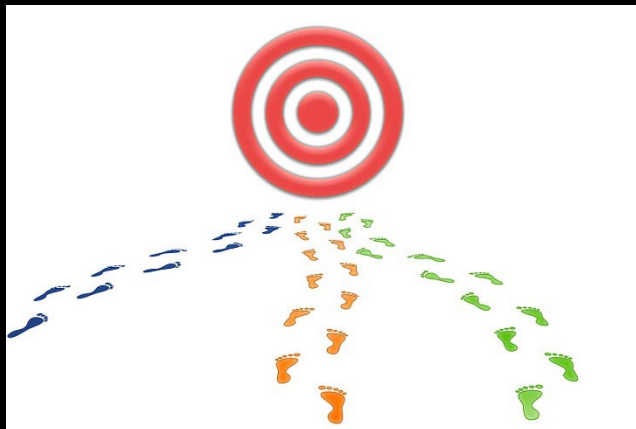
*We acknowledge that learning took place for thousands of years before our school was built.*



# Purpose

To:

- Share the Department of Education (DE) Year 6-7 Transition Process for **Government Schools**
- 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.



# It is a process

- It is a state-wide process set by DE.
- DE mandates that the school implement and follow this process on their behalf.
- The school is like the 'secretary' of the process- we handle all the paperwork!
- The process timeline is different for independent and catholic schools. There is a separate process pack. We are responsible to ensure all students have a place in a secondary school for 2024.

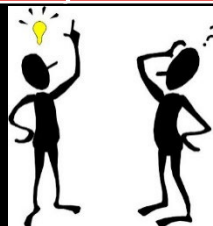
Just starting to  
think about it

Doing some  
research

Almost ready  
to make a  
decision

Made a  
decision

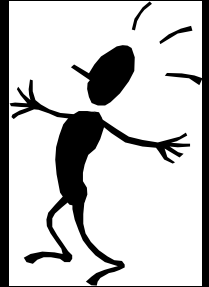
**Where are you?**





Excitement

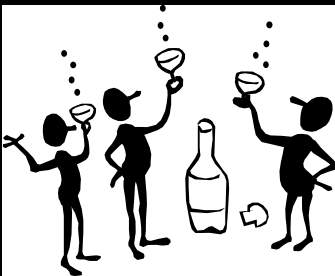
# Feelings....



Shocked

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

Which one are you feeling?



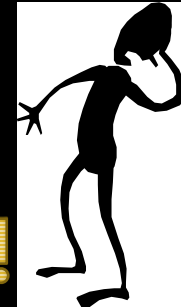
Celebration



Lots of questions



Frustrated



Sadness

**We are here to support you!**

# Key Staff

- Gill Penfold- Office Manager
- Ruth Biddle- Principal
- Naomi Mori-Hanazono- Assistant Principal



# The School's Role

## What we do

- Follow DE Guidelines and policies.
- Disseminate Year 6-7 Transition Information to families.
- Let you know of Open Evenings of Government Secondary Colleges- sometimes in our newsletter or there are flyers at the Office.
- Pass onto the Secondary Colleges your preferences.
- Inform you of what Secondary College your child has been accepted to on the given date specified by DE.
- 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 forms 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.



# STATEWIDE YEAR 6 TO YEAR 7 PLACEMENT TIMELINE AND PROCEDURES 2023-24 – FOR YEAR 7 PLACEMENT IN 2024 SCHOOL YEAR

2023 Dates	Activity
<b>Term 2</b>	
<b>From Week 1, Term 2 2023</b>	Government primary schools distribute the <b>Placement Information Pack for Parents/Carers for 2024 school year</b> to all families of current Year 6 students. <b>The Parent/Carer Pack contains:</b> Application for Year 7 Placement 2024 Form and Privacy Notice, Frequently Asked Questions
<b>Friday 12 May 2023</b>	Parents/carers return Application for Year 7 Placement 2024 Forms to government primary schools by this date.  <i>*Primary schools are responsible for checking that the form is accurate and complete, including that address details are up to date and reflect address details on CASES21, and that the preferences of the parents/carers are clear.</i>
<b>Term 3</b>	
<b>Wednesday 19 July 2023</b>	Primary schools notify parents/carers of Year 6 students, in writing, of their child's Year 7 placement offer for 2024 school year. <b>The Year 7 Placement Acceptance Slip will be given with this letter.</b>
<b>From Thursday 20 July 2023</b>	Secondary schools send welcome letter to parents/carers of prospective students who have been <b>offered</b> a Year 7 placement for 2024.  Secondary schools <b>cannot</b> request student academic, wellbeing and attendance data from primary schools <b>until after</b> students have <b>accepted</b> their offer.  Parents/carers commence lodging written non-placement appeals with preferred secondary schools.  <i>**Parents/carers use the <b>Year 6 to Year 7 Transition Placement Appeal Form</b> to lodge this appeal. Primary schools are asked to provide families with a copy of this form.</i>
<b>Friday 28 July 2023</b>	Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary schools.
<b>Tuesday 8 August 2023</b>	Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary schools.

2023 Dates	Activity
Wednesday 9 August 2023	All parents/carers return their <b>Year 7 Placement Acceptance Slip</b> to their child's government primary school. (even if your child is attending a non-government or catholic school)
Friday 18 August 2023	Primary schools complete the applicable column in the <b>Summary of Placement Confirmation Form</b> and send to secondary schools.
Monday 21 August 2023	Secondary schools may commence distributing orientation, and other transition information to parents/carers of Year 6 students who have a <b>confirmed</b> Year 7 placement for 2024.
Tuesday 23 August 2023	<b>Closing date for parents/carers to lodge a written non-placement appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to their preferred secondary school.</b>
From end of August 2023	Primary schools commence <a href="#">transferring student information data using CASES21</a> for all students who have <b>accepted</b> their Year 7 placement.
<b>Term 4: Monday 4 October 2021 – Friday 17 December 2021</b>	
Friday 20 October 2023	Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by this date. <i>**This only applies to appeals received by the closing date of Tuesday 22 August.</i>
Tuesday 24 October 2022	Parents/carers who received an outcome for their non-placement appeal to the Regional Director, must submit an <b>updated Year 7 Placement Acceptance Slip</b> to their child's government primary school by this date.
Tuesday 12 December 2023	Secondary schools host an Orientation Day for all Year 6 students.

# We must stick to the timeline



# Other Forms, Student Testing

- Secondary schools cannot request that prospective families complete any school-based copies of application forms – families should only be asked to complete the official, state-wide ***Application for Year 7 Placement 2024 Form***.
- Secondary schools are **not** to distribute copies of the *Application for Year 7 Placement 2024 Form* to families of Year 6 students attending **government** schools – this must be done by government primary schools.
- Secondary schools must **not promote nor undertake** pre-enrolment testing/interviews/auditions etc. for specific curriculum/artistic/sporting/leadership etc. programs prior to **Wednesday 9 August 2023** after students have advised primary schools they have accepted Year 7 placement.
- Secondary schools should not ask you to:
  - Attach any testing results such as NAPLAN
  - Include school reports



# 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.
- A family connection- the parents went there as a student themselves
- 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](http://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.



# Zones

- 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 DE Placement Policy.



# Designated Neighbourhood School

- The designated neighbourhood school is determined by your child's **permanent address**.
- 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 DE Permanent Address Guidelines**.
- Eligible students have the right to be admitted to their designated neighbourhood government school, regardless of capacity.



# DE Placement Policy



- All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school if:
  - there is sufficient accommodation at the school
  - this request for enrolment aligns with the school's enrolment management plan (if they have one).
- Where there is **insufficient accommodation** at a school for all students who seek entry, students must be enrolled according to the Placement Policy's priority order of placement.
- In circumstances where schools do not have sufficient accommodation to accept all students who apply from outside their school zone, schools must manage enrolment applications in accordance with 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.**

In **exceptional circumstances**, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

Read the Department's Placement Policy including the priority order of placement at:

<https://www2.education.vic.gov.au/pal/enrolment/policy>

## Application for Year 7 Placement 2024

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 2024.

Please return this Application to your child's primary school by **Friday 12 May 2023**. For more information on how enrolments are prioritised, visit [vic.gov.au/how-choose-school-and-enrol](http://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 [stud.vic.gov.au](http://stud.vic.gov.au)

### Section 2: Year 6 student details

Family Name			
First Given Name	Date of Birth (dd-mm-yyyy)	<div><div></div><div></div><div></div></div>	
Second Given Name	Gender		
Preferred name (if applicable)			
Current Permanent Residential Address			
Apartment number (if applicable)			
Street Number and Name			
Suburb	Postcode		

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## Application for Year 7 Placement 2024 (cont'd)

Current mailing address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different (complete below)
Street Number and Name	
Suburb	Postcode

### 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 (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

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## 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](http://findmyschool.vic.gov.au)

Your designated neighbourhood school (include campus if applicable)	
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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 (include campus if applicable)	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.

Include the name of the school and the 2024 year level of the sibling below.

Government school name	Name of sibling	Year level in 2024

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## 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

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# 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).

# 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>



# Fee Paying International Students

- International students must **not** use the *Application for Year 7 Placement 2024* Form.
- Instead they submit a new student application at [www.study.vic.gov.au](http://www.study.vic.gov.au).
- The International Education Division will formalise the enrolment of these students through the International Student Program process.
- The school will direct the parent/carer of the international student to the international division as soon as possible.
- 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 2024, 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 the 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 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 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 28 July 2023**.
- It will be considered by the school's placement committee and/or Principal and you will receive written notification of the outcome by **Tuesday 8 August 2023**.
- Key question is: Why can't your child go to their local school?



# 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

