

## Application for Year 7 Placement 2022 – Landscape orientation

For use by for parents and carers with Year 6 children at non-government schools  
(Catholic, independent and home schooling)

*For placement in Year 7 in 2022*

*Updated 1 April 2021*

The Department of Education and Training recognises that in some instances, a local arrangement is in place for non-government primary schools to manage application forms for Year 7 placements in government secondary schools on behalf of parents/carers of students in non-government primary schools.

The advice in this document supports parents/carers with Year 6 children at non-government primary schools who may be considering applying for a place in a government secondary school.

The Transition Information Pack provides a comprehensive set of frequently asked questions about the transition process and is available at [the Department of Education and Training's website](#).

# GUIDE TO COMPLETING THE APPLICATION FORM AND LOCATING YOUR DESIGNATED NEIGHBOURHOOD GOVERNMENT SCHOOL

## GUIDE FOR PARENTS/CARERS COMPLETING THE APPLICATION FOR YEAR 7 PLACEMENT 2022 FORM

The *Application for Year 7 Placement 2022* form can be found at the end of this pack.

Designated neighbourhood schools can be identified online at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

### Section 1

Non-government primary school may pre-fill section 1 OR parents/carers to complete.

### Sections 2 – 6

Parents/carers to complete.

## GUIDE FOR PARENTS/CARERS COMPLETING THE APPLICATION FORM AND RETURNING IT TO THEIR CHILD'S PRIMARY SCHOOL

1. Your child's non-government primary school may provide you guidance on how to access this Application. Alternatively, you can access the Application form online here: <https://www.education.vic.gov.au/parents/going-to-school/Pages/year-6-to-7.aspx>
2. You should complete all sections of the Application form and sign it. To locate your child's designated neighbourhood Government school for Year 7 in 2022, enter your permanent residential address at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au). Guidance on how to use the [findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) website is on the following page of this document.
3. If relevant, you should attach any 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, to your Application.

4. You must return this form by Friday 14 May 2021 to either:
  - Your child's non-government primary school. Your primary school will advise you how you should return the form; OR
  - Directly to your preferred government secondary school. You should contact your preferred secondary school for advice on how you should return the form.
5. You will receive notification of your child's Year 7 placement offer for 2022 on Wednesday 4 August 2021.

### HOW TO USE THE [FINDMYSCHOOL.VIC.GOV.AU](http://www.findmyschool.vic.gov.au) WEBSITE

6. Begin by visiting [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)
7. You can find your designated neighbourhood school by entering your residential address OR searching using the name of a school.
8. 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.
9. 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.

To start a new search, simply replace the address or school name.

*Note: If your property is intersected by a school zone line, your child residing at that property has the right to attend the school in either zone.*

# PRIVACY NOTICE

## APPLICATION FOR YEAR 7 PLACEMENT 2022 FORM

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian government schools.
2. The primary school may pre-populate sections of the attached *Application for Year 7 Placement form (the Application)* from information already held in its records.
3. The *Application* asks for personal information such as your child's given name, family name, date of birth, gender and permanent residential address which are necessary to ensure that:
  - a. you are provided with as much choice as possible
  - b. that all children who require a place in a Victorian government school for Year 7 are provided with one
  - c. the transition process is as smooth as possible for your child.
4. If you wish your child to attend a government secondary school currently being attended by an sibling who lives at the same permanent residential address, and who will still be attending the said school in 2022, please identify the school's name, sibling's name, and future year level of the sibling in the *Application*.
5. In order to assist the primary school to properly manage the Year 7 placement process, please ensure that all information provided to the school through the *Application* and other means, is accurate and current, including:
  - a. Contact phone numbers
  - b. Permanent residential address
  - c. Emergency contact details
  - d. Copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders and Child Protection Orders and/or an Informal Carer Statutory Declaration.
6. When a student has been accepted at a Victorian government school, the school may request additional information about your child's educational abilities, interests, skills, or other relevant information from your child's primary school, to promote your child's wellbeing or safety. This includes personal and health information about each student. Information will be disclosed subject to consent, unless such disclosure is authorised or required by law.
7. Transferring personal and health information to a student's 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.
8. Personal and health information about students will only be shared with school staff who need to know that information to educate or support the student, to fulfil legal requirements or where permitted by law.
9. If you require further information concerning transfer of your child's information, please contact your child's primary school.

## APPLICATION FOR YEAR 7 PLACEMENT 2022

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 2022.

Complete this form by **Friday 14 May 2021** and return to either:

- Your child's non-government primary school. Your primary school will advise you how you should return the form; **OR**
- Directly to your preferred government secondary school. You should contact your preferred secondary school for advice on how you should return the form.

To read the Department's Placement Policy, including the priority order of placement, please visit:

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

### SECTION 1: PRIMARY SCHOOL DETAILS

Year 6 student's current primary school

VSN

### SECTION 2: YEAR 6 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 <i>(if applicable)</i>			
Street Number and Name			
Suburb		Postcode	
Current mailing address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different <i>(complete below)</i>		
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 <i>(h)</i>		Phone Number <i>(h)</i>	

Adult A		Adult B	
Email address		Email address	
On weekdays, student lives with Adult A <i>(tick one)</i>	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with <b>Adult B</b> ) <input type="checkbox"/> Sometimes or Never	On weekdays, student lives with Adult B <i>(tick one)</i>	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with <b>Adult A</b> ) <input type="checkbox"/> Sometimes or Never
Permanent Residential Address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> <b>Different</b> to Section 2, please complete:	Permanent Residential Address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> <b>Different</b> to Section 2, please complete:
Nominate primary contact for all calls and correspondence <i>(tick one)</i>	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults <input type="checkbox"/> Neither		

## 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 SCHOOL

To locate your child's designated neighbourhood school for Year 7 in 2022, 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 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.

<b>Government school name</b> <i>(include campus if applicable)</i>		<b>Office Use Only - Date of Distribution</b>
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 2022.

Include the name of the school and the 2022 year level of the sibling below.

Government school name	Name of sibling	Year level in 2022

### 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 2022.

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 2022; 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 2022, 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	/ /2021
Outcome of application	APPROVED / REFUSED

**SECTION 6: SIGNATURE OF PARENTS OR CARERS**

Please see full Privacy Notice located in this Application form.

- 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 2022.
- (If applicable)* I have attached confirmation that I have registered my child with the Victorian Registration and Qualifications Authority for home schooling in 2022.

<b>Adult A signature</b>		<b>Adult B signature</b>	
<b>Date</b>	/ /2021	<b>Date</b>	/ /2021