

# Year 6 to Year 7 Placement Information Pack 2022-23

Guidance for parents and carers with Year 6  
children at government schools in 2022

*For placement in Year 7 in 2023*

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# From the Department of Education and Training

## Placement of students beginning Year 7 in 2023

Dear parents and carers,

As your child is now in their final year of primary school, it is time to decide where they will begin secondary school.

Enrolling your child, or children, in Year 7 is an important choice. The Department's [Find my School](#) website allows you to find your designated neighbourhood government school based on your permanent residential address. The website is the official and most up to date source of information on school zone maps.

Your child has a guaranteed right to enrol in their designated neighbourhood government school; this right is set out in the [Education and Training Reform Act 2006](#). Your designated neighbourhood school is based on your permanent residential address.

As the Victorian Government supports school choice, you can apply to schools other than your designated neighbourhood school. Applications are considered in line with the Department's Placement Policy and available space. More information at [vic.gov.au/how-choose-school-and-enrol](http://vic.gov.au/how-choose-school-and-enrol).

The below placement timeline and *Frequently Asked Questions* (FAQs) document will help guide you through the placement process.

### What you need to do

1. Locate your designated neighbourhood school for 2023 and other secondary schools using [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)
2. Complete the *Application for Year 7 Placement 2023* form and **return to your primary school by Friday 13 May 2022**.

Secondary schools decide Year 7 placements. Your primary school will let you know your child's Year 7 placement offer for 2023 on **Wednesday 20 July 2022**. If any of your details on your child's *Application for Year 7 Placement 2023* form change, you are requested to notify your primary school immediately.

### Standard international students

Subclass 500 Student visa – School sector visa holders, where the child is the primary holder of the 500 Student's visa and is not a dependant on their parent's visa, do not have to complete the *Application for Year 7 Placement 2023* form within this pack. For enrolment in a government school for Year 7 in 2023, make an application online at: [www.study.vic.gov.au](http://www.study.vic.gov.au)

### More information

Contact your primary school if you require more information about the application process, Year 6 to Year 7 transition arrangements, or if you need help completing the *Application for Year 7 Placement 2023* form.

We wish your child well in their transition to Year 7 and trust that secondary schooling will be a richly rewarding experience.

# Year 6 to Year 7 Placement Timeline for Parents/Carers

## Statewide placement timeline and procedures for 2022-23

2022 Dates	Activity
<b>Term 2: Tuesday 26 April 2022 – Friday 24 June 2022</b>	
<b>From Week 1, Term 2 2022</b>	Government primary schools distribute information to all parents/carers of Year 6 students on how to access the <b>Placement Information Pack</b> .  This pack includes the <i>Application for Year 7 Placement 2023</i> form.
<b>Friday 13 May 2022</b>	Parents/carers return the <i>Application for Year 7 Placement 2023</i> form to their child's government primary school by this date.
<b>Term 3: Monday 11 July 2022 – Friday 16 September 2022</b>	
<b>Wednesday 20 July 2022</b>	Government primary schools notify parents/carers of Year 6 students, in writing, of Year 7 placement offers. The letter of offer will include a <b>Year 7 Placement Acceptance Slip</b> to be returned by the parent/carer, to their child's government primary school by Wednesday 10 August 2022.
<b>From Thursday 21 July 2022</b>	Parents/carers may commence lodging written non-placement appeals to their preferred secondary school using the <b>Year 6 to Year 7 Placement Appeal Form</b> . Your child's primary school will provide you with this form.
<b>Friday 29 July 2022</b>	<b>Closing date</b> for parents/carers to lodge a written non-placement appeal with their preferred secondary school.
<b>Tuesday 9 August 2022</b>	Secondary schools notify all parents/carers in writing of the outcome of their non-placement appeal by this date.  <b>Note:</b> 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 <b>FAQ</b> on the following pages for more information regarding appeals.
<b>Wednesday 10 August 2022</b>	Parents/carers return their Year 7 Placement Acceptance Slip to their child's government primary school by this date.
<b>Tuesday 23 August 2022</b>	<b>Closing date</b> for parents/carers to lodge a written non-placement appeal with the relevant Regional Director where they are unsuccessful with their appeal to their preferred secondary school.
<b>Term 4: Monday 3 October 2022 – Tuesday 20 December 2022</b>	
<b>Friday 21 October 2022</b>	Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeals by this date.  <b>Note:</b> this only applies to appeals received by the closing date of Tuesday 23 August 2022.
<b>Tuesday 13 December 2022</b>	Secondary schools host an Orientation Day for all Year 6 students.

# Year 6 to Year 7 Placement 2022-23

## Frequently Asked Questions (FAQ)

**NOTE:** Your designated neighbourhood government school is referred to as your local school in this section of the document. Your local school is the school your address is in the school zone for, as shown on the [Find my School](#) website.

### Designated neighbourhood schools

#### 1. What is a designated neighbourhood school (referred to as your local school)?

Your *designated neighbourhood school* (your local school) is generally the government school within closest proximity to your child's permanent residential address unless the Minister for Education or Regional Director has restricted the zone of the school.

For children residing in metropolitan areas, Ballarat, Bendigo or Geelong, their local school is measured by a straight line from their permanent address.

If you live in another area, it is measured by the shortest practical route by road and considers access issues.

For more information, please visit: [www.vic.gov.au/school-zones](http://www.vic.gov.au/school-zones)

#### 2. Is my child guaranteed a place at their local school?

Children of compulsory school age are guaranteed the right to enrol at their local school. This right is set out in the [Education and Training Reform Act 2006 \(Vic\)](#), specifically S 2.2.13 (1), which states, "A child of compulsory school age is entitled to be enrolled at his or her designated neighbourhood Government school".

#### 3. How can I find my local secondary school and other schools in my area?

The Department of Education has made it simple to find your local school, and other schools in your area with the Find my School website.

1. Enter [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) into your browser
2. Enter your address under 'Enter your address to get started'
3. Make sure 2023 is selected under enrolment year
4. For Year 7 placement, ensure secondary and 7 is selected under school type
5. The map will then show your address, your local school, and contact details for the school
6. If you scroll down, it will also show you the five closest schools.

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

#### 4. My property sits across two/multiple school zones. Which is my local school?

Your child has a right to attend any of those schools as your local school.

#### 5. If my child has two permanent addresses, how is their local school decided?

If your child resides at multiple addresses, their 'permanent residence' is the address at which they spend most of their weekdays.

If your child spends the same amount of time at two addresses, both addresses are considered their permanent address. They are able to enrol in either one of the local schools.

For more information about the determining permanent residence, please see: [www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence](http://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence)

## 6. Can my child apply to attend a government secondary school that is not our local school?

Yes, your child may apply to attend a school that is not their local school.

All students who seek enrolment at a school that is not their local school may be enrolled if the school has available space.

If there are limited places available, applications for enrolment will be considered by the school using the priority order of placement in the Department of Education and Training's Placement Policy.

Students are not guaranteed a place at a school that is not their local school.

## 7. What address do I put down if I have bought or am building a property at a different address to my child's current address?

Complete the application form with your **current** address. Once you have moved into your new property, you are entitled to enrol at your new local school, subject to verification of permanent residence.

For more information about the determining permanent residence, please see:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>

## The Department's Placement Policy

### 8. What is the Department's Placement Policy?

The Placement Policy is an important tool that schools use to manage enrolments. It:

- sets out the legal right for students to enrol at their designated neighbourhood school (referred to as your local school)
- provides schools guidance on how to prioritise students when they have limited places available.

For more information, refer to <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

### 9. What is the Priority Order of Placement?

The priority order of placement is what schools use to prioritise enrolments fairly and consistently, when they have limited places available. The priority order of placement is:

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, a student may be enrolled in a school based on compassionate grounds (see question 11). This is an overarching consideration and does not form part of the priority order of placement. Schools assess exceptional circumstances applications on a case-by-case basis.

### 10. I can see that siblings are prioritised for enrolment. What is considered a sibling?

The definition of a sibling reflects modern family living arrangements. It includes, but is not limited to:

- both younger and older siblings
- step-siblings residing together at the same permanent address
- students residing together at the same permanent address as part of statutory out-of-home care arrangements, including foster care, kinship care and permanent care
- students permanently residing together in the one residence as part of multiple family cohabitation.

Students seeking enrolment on sibling grounds should be residing together at the same permanent address and must be attending the school at the same time.

Where siblings do not reside together on a full-time basis, families may still seek enrolment on sibling grounds. These applications will be considered on a case-by-case basis, in accordance with the Charter of Human Rights. These applications may not be prioritised for enrolment.

## 11. What are ‘compassionate grounds’ and how are they assessed?

There may be some situations where, due to exceptional circumstances, a student is unable to enrol in their local school. In these exceptional circumstances, enrolment at another school may be sought on compassionate grounds.

Parents/carers must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at the local school unsuitable for their child (for example, family violence or specific wellbeing, safety, physical health and/or mental health concerns).

Each application will be dealt with on a case-by-case basis. Additional information may be required to support the application.

For details of how schools and regions collect and handle information of this nature, please see the Department’s Privacy Policy here: [www.education.vic.gov.au/Pages/privacypolicy.aspx](http://www.education.vic.gov.au/Pages/privacypolicy.aspx)

## 12. What are not considered compassionate grounds?

The following examples do not generally meet exceptional circumstances on compassionate grounds:

- **Ease of transportation** – ease of access to a school via car, foot, public transport or carpool, or that it is closer to your workplace and/or the school of your child’s sibling/s.
- **Individual needs** – every Victorian government school has established programs and practices to support a wide variety of student needs and are able to plan and adjust support for students throughout all stages of their schooling.
- **Anticipated move** – families who are planning to move into the school zone after the beginning of the school year. This includes situations where families are building/buying a new home or starting a new lease agreement. Your preferred school may not be able to offer your child a placement for Year 7 until after you have taken possession of the property and can provide proof that it is your new permanent residence.

## 13. 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. This may include, but is not limited to:

- legal documentation.
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing Practitioners, Victoria Police, family violence services, court orders, etc.

For details of how schools and regions collect and handle information of this nature, please see the Department’s Privacy Policy here: [www.education.vic.gov.au/Pages/privacypolicy.aspx](http://www.education.vic.gov.au/Pages/privacypolicy.aspx)

## Enrolling in a secondary school

### 14. Where can I find general information about the transition to Year 7?

The Department’s website contains comprehensive information on the transition from Year 6 to Year 7.

For information please visit: [www.vic.gov.au/moving-primary-secondary-school-information-parents-and-carers](http://www.vic.gov.au/moving-primary-secondary-school-information-parents-and-carers)

### 15. Who should be the first point of contact for enquiries about the Year 6 to Year 7 transition process?

The Year 6 Coordinator, Transition Coordinator or Principal of your child’s primary school can help you with any questions you may have about the transition process.

### 16. Where can I find schools in my area?

To find a full list of schools by location within Victoria, please see:

- Victorian Government schools: [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)
- Catholic schools: [www.cecv.catholic.edu.au/School-Directory-Search](http://www.cecv.catholic.edu.au/School-Directory-Search)

- Independent schools: [www.is.vic.edu.au/independent-schools/](http://www.is.vic.edu.au/independent-schools/)

### 17. How do I register my child for home schooling in 2023?

For information on home schooling please visit the Victorian Registration and Qualifications Authority (VRQA) website at: [www.vrqa.vic.gov.au/home/Pages/homeeducation.aspx](http://www.vrqa.vic.gov.au/home/Pages/homeeducation.aspx)

### 18. What should I do if my child will be attending a non-government school (Catholic or independent) for Year 7 in 2023 OR I am registering my child with the VRQA for home schooling in 2023?

Confirmed placement: If you have a confirmed place for your child in a non-government school starting in 2023, or your child's registration for home schooling has been approved by the VRQA, you are required to complete Section 5 of the *Application for Year 7 Placement* form. You do not need to complete Section 4.

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 should 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.

### 19. Where can I find information about enrolment for international students?

International students can apply for enrolment in a government school at [www.study.vic.gov.au](http://www.study.vic.gov.au) or apply directly to non-government (Catholic or independent) schools. If you have any further questions regarding international student enrolments, you can also contact [international@education.vic.gov.au](mailto:international@education.vic.gov.au).

### 20. My child has a disability. How can I ensure their secondary school will support them?

Every Victorian government school has established programs and practices to support a wide variety of student needs, including students with disability and additional needs. Schools make reasonable adjustments to ensure students with disability have the same learning opportunities as children without disability.

More information about disability support at school and disability rights and adjustments is available on the Department's website: [www.vic.gov.au/disability-and-inclusive-education](http://www.vic.gov.au/disability-and-inclusive-education)

### 21. What help is available to support my child with travel to and from school?

There are a range of transportation options for eligible students, including the:

- School Bus Program
- Students with Disabilities Transport Program (for travel to specialist schools)
- conveyance allowance.

Students may also be eligible for discounted travel through a child myki card or a Victorian Student Pass.

For more information, please see: <https://www.vic.gov.au/travelling-school>

## The Application for Year 7 Placement 2023 Form (the Application form)

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

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

### 23. Do I need to identify three secondary school preferences if my first preference is my designated neighbourhood school (referred to as your local school)?

No. You can identify one preference if that school is your local school.

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

Your child will be allocated to their local school.



**25. What happens if I do not return the Application form on time?**

Your child will be allocated to their local school.

**26. Do I need to complete the Application form if my child is attending a government school that offers both Year 6 and Year 7 (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 9) and will be continuing at the same school?**

No. If your Year 6 child is **continuing** at the same school (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 9 school), the Application form does **not** need to be completed.

If your child attends a school which offers both Year 6 and Year 7, but you want to enrol in a **different** government school for Year 7 in 2023, the Application form needs to be completed.

**27. Who may sign the Application form?**

Where practical, all parents/carers with parental responsibility for a child should sign and submit a single Application form.

For the purposes of this form, a parent includes any person who has parental responsibility for the child including by way of Court order or parenting plan, a guardian for students and an informal carer of the child under an Informal Carer Statutory Declaration.

For further information, please visit: [www2.education.vic.gov.au/pal/decision-making-responsibilities-students/policy](http://www2.education.vic.gov.au/pal/decision-making-responsibilities-students/policy)

**Note:** where it is not practicable or possible for parents/carers to sign a single Application form, this should be communicated to your child's primary school who will work with you and the Department's regional office to develop a solution for the specific situation of your family.

It is expected that if parents/carers have difficulty reaching agreement, the dispute should be resolved between the parents/carers through discussion, attendance at the Family Relationship Centre or at Court.

It is not the responsibility of the Department, or the schools, to assist with this decision-making process.

**28. What happens if I can't physically sign the Application form or do an electronic signature?**

If emailing the Application form and parents/carers are unable to add an electronic signature or scan a signed copy of the Application form, they can provide authorisation in the email with the following wording:

*'I confirm that:*

*I am the person named as completing the attached application form; and*

*the information and preferences in the completed application form are true and correct; and*

*I agree to authorise the Application Form by electronic means and without a signature.'*

**29. I've been asked to submit supporting documents, such as NAPLAN results, along with my child's Application form. Do I, or my child's primary school, have to provide them?**

No, government secondary schools are not permitted to ask families or primary school staff to submit additional information in support of a Year 7 application e.g., primary school reports, NAPLAN test results, and/or letters of recommendation.

**30. How do I accept my child's Year 7 placement offer?**

A letter of offer will be provided to you by your child's government primary school on Wednesday 20 July. This will include a Year 7 Placement Acceptance Slip to be returned to your child's government primary school by Wednesday 10 August 2022.

**31. What happens if our residential address details change after my child's Year 7 placement has been accepted?**

You must contact both your child's primary school and allocated secondary school as soon as possible to inform them of your updated address information.

If your child's Year 7 placement was offered based on your address being within the school zone at a school that is facing enrolment pressures, the offer may be formally withdrawn. In this instance, your primary school will assist you in securing a placement at your new local school.

## Placement appeals

### 32. How do I make an appeal about my child's Year 7 non-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**. Your child's primary school will provide you with a copy of this form which contains FAQs on the appeals process.

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 2022**.

### 33. 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 the 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 23 August 2022**.

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

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

This panel supplies a recommendation to the relevant Regional Director who makes the final decision. You will receive written notification of the outcome by **Friday 21 October 2022**. This outcome **concludes** the appeal process.

### 34. Can I lodge an appeal to the relevant Regional Director after the closing date of Tuesday 23 August 2022?

This date is set to ensure all Year 6 students can 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 only be considered if the relevant Regional Director considers there to be exceptional circumstances. If you wish to lodge an appeal after the closing date, you should contact your regional office for advice.

### 35. How do I find the contact details of my regional office?

You can find the regional office contact details and locations on the Department's website, here: [www.education.vic.gov.au/about/contact/Pages/regions.aspx](http://www.education.vic.gov.au/about/contact/Pages/regions.aspx)

# Privacy Notice

## Application for Year 7 Placement 2023 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 1 to 4A of the attached *Application for Year 7 Placement 2023 form (the Application)*, before providing it to you, from information already held in its records.
3. The *Application* asks for personal information such as your child's given name, family name, VSN, 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. all children who require a place in a Victorian government school for Year 7 are provided with one in accordance with the *Education and Training Act 2006*
  - 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 a sibling who lives at the same permanent residential address, and who will still be attending the said school in 2023, please identify the school's name, sibling's name, and 2023 year level of the sibling in the *Application*.
5. You are requested to provide details about your child's placement in a non-government school or home-school application for your child, including the name of the non-government school and whether the placement is confirmed or the outcome and date of a home-school application. This information will be used to assist with the planning of placements in government schools and ensure your child has a confirmed placement in a school.
6. In order to assist the primary school to properly manage the Year 7 placement process and to contact you in relation to this, please ensure that all information provided to the school through the *Application* and other means, is accurate and current, including:
  - a. Parent or carer details, including contact phone numbers and email addresses
  - b. Permanent residential address, and
  - c. 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.
7. Once a Year 7 placement offer from a government secondary school has been accepted, personal and health information about your child will be sent to that school electronically through the Department's administrative system, CASES21. CASES21 is the software component of the Computerised Administrative System Environment in Schools (CASES) which is the package provided to Victorian government schools to support school administration, finance, and central reporting.
8. When a Victorian government school student has been accepted at another Victorian government school, the school may request additional information to support your child's wellbeing or safety, including information about educational abilities, interests, and skills. Non-electronic records containing your child's personal and health information may also be transferred at this time.
9. 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.
10. If your child is transitioning to a non-government school for Year 7 in 2023, the receiving non-government school may request personal and health information about your child. Subject to consent, or unless such disclosure is required or authorised by law, your child's primary school will transfer this data.
11. 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.
12. All information received by the Department will be securely stored and handled in accordance with the Schools' Privacy Policy.
13. If you require further information concerning transfer of your child's information, or would like to update any information that you provided, please contact the Year 6 Coordinator, Transition Coordinator or Principal at your child's primary school. For more information on the Department's Schools' Privacy Policy, please see:  
<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>
14. You can review the Department privacy collection statement at:  
[https://edugate.eduweb.vic.gov.au/edrms/ISP/Intranet\\_linked\\_docs/Privacy\\_Collection\\_Notice.docx](https://edugate.eduweb.vic.gov.au/edrms/ISP/Intranet_linked_docs/Privacy_Collection_Notice.docx)

# 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 <b>Sections 1-4a</b> of the Application form prior to distribution. Please check these details for accuracy and <b>advise your primary school if any information they have completed is incorrect.</b>	

**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/pal/enrolment/guidance/placement-policy](http://www2.education.vic.gov.au/pal/enrolment/guidance/placement-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/Pages/default.aspx](http://www.study.vic.gov.au/en/Pages/default.aspx)

## 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)			
<b>Current Permanent Residential Address</b>			
Apartment number (if applicable)			
Street Number and Name			
Suburb		Postcode	

## Application for Year 7 Placement 2023 (cont'd)

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

### Section 3: Parent or Carer details

Adult A		Adult B	
<b>Relationship to Child</b> (Parent, Carer, Step-Parent, Grandparent, etc.)		<b>Relationship to Child</b> (Parent, Carer, Step-Parent, Grandparent, etc.)	
<b>Title</b> (Ms, Mrs, Mr, etc)		<b>Title</b> (Ms, Mrs, Mr, etc)	
<b>Given Name</b>		<b>Given Name</b>	
<b>Family Name</b>		<b>Family Name</b>	
<b>Mobile Number</b>		<b>Mobile Number</b>	
<b>Phone Number</b> <i>(home)</i>		<b>Phone Number</b> <i>(home)</i>	
<b>Email address</b>		<b>Email address</b>	
<b>On weekdays, student lives with Adult A</b> <i>(tick one)</i>	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with Adult B) <input type="checkbox"/> Sometimes or Never	<b>On weekdays, student lives with Adult B</b> <i>(tick one)</i>	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with Adult A) <input type="checkbox"/> Sometimes or Never
<b>Permanent Residential Address</b>	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:	<b>Permanent Residential Address</b>	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:
<b>Nominate primary contact for all calls and correspondence</b> <i>(tick one)</i>	<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 school

To locate your child's designated neighbourhood school for Year 7 in 2023, enter your permanent residential address at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

<b>Your designated neighbourhood school</b> <i>(include campus if applicable)</i>	
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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 <i>(include campus if applicable)</i>		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 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

## Application for Year 7 Placement 2023 (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 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 indicate the name of the school below.

<b>Name of Catholic or independent school</b>	<b>Confirmed Place</b>
	YES / NO
<b>Home schooling</b>	<b>Details</b>
Date application form sent to the VRQA	/ / 2022
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 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.

<b>Adult A signature</b>		<b>Adult B signature</b>	
<b>Date</b>	/ / 2022	<b>Date</b>	/ / 2022