

Year 6 to Year 7 Placement Information Pack 2023-2024

Guidance for all government schools for placement in
Year 7 in 2024

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

2023 dates	Activity and Notes		Responsible party	
Term 1: Friday 27 January 2023 (students commence Monday 30 January) – Thursday 06 April 2023				
Monday 27 February 2023	All student information should be updated using the CASES21 census application by this date.	<ul style="list-style-type: none"> Schools should continue to update CASES21 when there is a change to student and/or family details. 	Primary	Secondary
Term 2: Monday 24 April 2023 – Friday 23 June 2023				
Week 1, Term 2 2023	Year 6 to Year 7 Placement Information Packs for Schools and Parents/Carers (for 2024 school year) available for download from the Department of Education website.		DE	
From Week 1, Term 2 2023	<p>Government primary schools distribute the Placement Information Pack for Parents/Carers for 2024 school year to all families of current Year 6 students.</p> <p>The Parent/Carer Pack contains:</p> <ul style="list-style-type: none"> Application for Year 7 Placement 2024 Form and Privacy Notice Frequently Asked Questions 	<ul style="list-style-type: none"> Secondary schools cannot request that prospective families complete school-based copies of application forms – families should only be asked to complete the official, statewide Application for Year 7 Placement 2024 Form. Secondary schools are not to distribute copies of the <i>Application for Year 7 Placement 2024 Form</i> 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. <p>Students at non-government primary schools ONLY</p> <ul style="list-style-type: none"> Families of Year 6 students at Catholic and independent primary schools may approach secondary schools directly for a copy of the statewide <i>Application for Year 7 Placement 2024 Form</i> if their child’s non-government primary school is not supporting the statewide transition application process. For direct submissions from these families, secondary schools must acknowledge receipt of the application form and advise families, in writing, that if their child is not successful in gaining a Year 7 placement at their preference/s, their form will be forwarded to their Designated Neighbourhood Government School for placement. 	Primary	

2023 dates	Activity and Notes		Responsible party	
Friday 12 May 2023	<p>Parents/carers return Application for Year 7 Placement 2024 Forms to government primary schools by this date.</p> <p><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></p>		Primary	Parents/ Carers
Tuesday 23 May 2023	<p>Using the Summary of Placement Requests form, primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date.</p> <p>Copies of each Application for Year 7 Placement 2024 Form should be attached; all original documentation should be retained by the primary school for a minimum of 2 years in accordance with record keeping standards.</p>	<ul style="list-style-type: none"> The <i>Summary of Placement Requests</i> form is available in the Placement Information Pack for Schools. Primary and secondary schools must not communicate with parents/carers regarding the status or outcome of placement requests until Wednesday 19 July 2023. Primary schools are able to contact parents/carers for address verification on behalf of secondary schools, as requested. <p>International students</p> <ul style="list-style-type: none"> International students who hold a subclass 500 student visa (a student visa in their own name) must not use the Application for Year 7 Placement 2023 Form. Instead they should submit a new student application at www.study.vic.gov.au. The International Education Division will formalise the enrolment of these students through the International Student Program process. Schools should direct the parent/carer to the International Student Program for Year 7 placement as soon as possible. All other international students should use the Application for Year 7 Placement 2023 Form. 	Primary	
Wednesday 24 May 2023	Secondary schools confirm receipt of all initial placement requests made by primary schools by this date.		Secondary	
Wednesday 7 June 2023	Using the Summary of Non-Placement Confirmation form, secondary schools advise primary schools of any unsuccessful initial placement requests (first round preferences) by this date.	<ul style="list-style-type: none"> The <i>Summary of Non-Placement Confirmation</i> form is available in the Placement Information Pack for Schools. Primary and secondary schools must not communicate with parents/carers regarding the status or outcome of placement requests until Wednesday 19 July 2023. 	Secondary	
Thursday 8 June 2023	Where initial placement requests were unsuccessful, primary schools submit all	<ul style="list-style-type: none"> If a student is not placed at their preference school/s, the primary school must send the request to their Designated Neighbourhood School. 	Primary	

2023 dates	Activity and Notes		Responsible party
	subsequent preference requests (<i>second and third preferences</i>) to each relevant secondary school until the student is placed.		
Wednesday 21 June 2023	Using the Summary of Placement Confirmation form, secondary schools notify primary schools of the names of all students (first, second and third preference rounds) accepted into Year 7 for 2024.	<ul style="list-style-type: none"> • The <i>Summary of Placement Confirmation</i> form is available in the Placement Information Pack for Schools. • Secondary schools must not request student-level data, including NAPLAN results or teacher judgement reports, from primary schools or families, until after students have accepted their offer. 	Secondary
24 June to 09 July 2023	School holidays		
Term 3: Monday 10 July 2023 – Friday 15 September 2023			
Wednesday 19 July 2023	<p style="text-align: center;">Primary schools notify parents/carers of Year 6 students, in writing, of their child’s Year 7 placement offer for 2024 school year</p> <p><i>**This notification should include a rationale for any non-placement, if applicable. The Year 7 Placement Acceptance Slip is available in the Placement Information Pack for Schools and should be included with the letter of offer. The Slip is to be returned by the parent/carer, to their child’s government primary school by Wednesday 09 August 2023.</i></p>		Primary
From Thursday 20 July 2023	Secondary schools send welcome letter to parents/carers of prospective students who have been offered a Year 7 placement for 2024.	<ul style="list-style-type: none"> • Secondary schools cannot request student academic, wellbeing and attendance data from primary schools until after students have accepted their offer. 	Secondary
From Thursday 20 July 2023	<p style="text-align: center;">Parents/carers commence lodging written non-placement appeals with preferred secondary schools.</p> <p><i>**Parents/carers have the option of using the Appeal Form to lodge this appeal. Primary schools are asked to provide families with a copy of this form, which can be found in the Placement Information Pack for Schools.</i></p>		Parents/Carers
Friday 28 July 2023	<p style="text-align: center;">Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary schools.</p>		Parents/Carers
Tuesday 08 August 2023	<p style="text-align: center;">Secondary schools notify all parents/carers, in writing, of the outcome of non-placement appeals by this date.</p>		Secondary

2023 dates	Activity and Notes		Responsible party	
Wednesday 09 August 2023	All parents/carers return their Year 7 Placement Acceptance Slip to their child's government primary school.	<ul style="list-style-type: none"> All families at government primary schools need to return their <i>Acceptance Slip</i>, even if a student will be attending a Catholic or Independent school in 2024 or the family has lodged a non-placement appeal. 	Parents/Carers	
Friday 18 August 2023	Primary schools complete the applicable column in the Summary of Placement Confirmation Form and send to secondary schools.		Primary	
Ongoing	Primary schools manage late applications, including those from families who move permanent residence and have a change of preference to align with new DNS, until the end of the school year, co-ordinating with secondary schools as required.		Primary	
Monday 21 August 2023	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 2024.	<ul style="list-style-type: none"> Secondary schools cannot request student academic, wellbeing and attendance data from primary schools until after students have accepted their offer. 	Secondary	
Tuesday 22 August 2023	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.		Parents/Carers	
From end of August 2023	Primary schools commence transferring student information data using CASES21 for all students who have accepted their Year 7 placement.	n/a	Primary	Secondary
16 September to 1 October 2023	School holidays			
Term 4: Monday 2 October 2023 – Wednesday 20 December 2023				
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>		DE	

2023 dates	Activity and Notes		Responsible party
Tuesday 24 October 2023	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.	n/a	Parents/Carers
Friday 3 November 2023	Primary schools complete the applicable column in the Summary of Placement Confirmation Form and send to secondary schools.	<ul style="list-style-type: none"> This action only applies if your school has parents/carers who ticked the "<i>I have lodged a non-placement appeal...</i>" box on their <i>Acceptance Slip</i> in August. 	Primary
Tuesday 12 December 2023	Secondary schools host an Orientation Day for all Year 6 students.		Secondary
Wednesday 20 December 2023	Final day of Term 4		

Guidance and information about the Year 6 to Year 7 placement process

Guide to completing the Application for Year 7 Placement 2024 form

The *Application for Year 7 Placement 2024* form can be found in the Parent/Carer Information Pack which is available for download at: [Moving from primary to secondary school](#).

Section/step	Responsible party	Optional
Section 1: Primary school details	Primary school to complete	Primary schools may wish to pre-populate Sections 1-4A before distributing to families
Section 2: Year 6 student details	Parents/carers to complete	
Section 3: Parent or carer details	Parents/carers to complete	
Section 4A: Your designated neighbourhood school	Parents/carers to complete using the Find my School website	
Section 4B: Secondary school preferences	Parents/carers to complete	
Section 4C: Sibling claim	Parents/carers to complete	
Section 5: Non-government school placement	Parents/carers to complete	
Section 6: Signature of parents or carers	Parents/carers to complete	

IMPORTANT: Primary schools are responsible for checking that **each** *Application for Year 7 Placement 2024* form is accurate and complete, including that the:

- address is correct and confirmed with the families before prepopulating the form
- address listed by the parent/carer reflects the address details on CASES21
- parents' or carers' secondary school preferences are clear.

Guide to completing the acceptance slip

Template	Responsible party
Year 7 Placement Acceptance Slip	Parents/carers to complete

Guide to completing the Placement Request and Placement Confirmation templates

This pack provides templates for **primary and secondary schools** to use when requesting and confirming student placements.

Template	Responsible party
Year 6 to Year 7 Transition – Summary of Placement Requests	<p>Primary schools are required to use this form to summarise placement requests for each secondary school by Tuesday 23 May 2023.</p> <p>Secondary schools are required to confirm receipt of this document by Wednesday 24 May 2023.</p>
Year 6 to Year 7 Transition – Summary of Non-Placement Confirmation	<p>Secondary schools are required to use this form to communicate non-placement outcomes to primary schools by Wednesday 7 June 2023 (for first round preferences).</p> <p>Primary schools are required to confirm receipt of this document within two working days.</p>
Year 6 to Year 7 Transition – Summary of Placement Confirmation	<p>Secondary schools are required to use this form to communicate placement confirmations to primary schools by Wednesday 21 June 2023.</p> <p>Primary schools are required to confirm receipt of this document within two working days.</p> <p>Primary schools are then required to use this form to summarise placement acceptances for each secondary school by Friday 18 August 2023.</p>
Draft Letter of Offer, including Placement Acceptance Slip	<p>This draft letter is to be used by primary schools to notify parents/carers of their child's Year 7 placement for 2024 on Wednesday 19 July 2023.</p> <p>The Placement Acceptance Slip must be included.</p>

Placement appeals

Template	Responsible party
Appeal Form	<p>When notifying families of their child's Year 7 placement at a school which is not their first preference, the student's primary school should provide parents/carers with a copy of the Appeal Form along with their placement letter.</p> <p>The Appeal Form can be found at the end of this pack.</p>

Key contacts

Question	Regional contact details
Identifying school zones	Visit Find my School .
<p>For questions from schools and parents/carers relating to:</p> <ul style="list-style-type: none"> • Timeline • Application for Year 7 Placement • Year 6 to Year 7 policy and process • Summary of placement requests, confirmations, and outcomes forms • Frequently asked questions • Appeals process 	<p>North-Eastern Victoria Region nevr@education.vic.gov.au Ph: 1300 333 231</p> <p>North-Western Victoria Region nwvr@education.vic.gov.au Ph: 1300 338 691</p> <p>South-Eastern Victoria Region sevr@education.vic.gov.au Ph: 1300 338 738</p> <p>South-Western Victoria Region swvr@education.vic.gov.au Ph: 1300 333 232</p>

Year 6 to Year 7 Placement: Frequently Asked Questions (FAQs) for government schools

The below FAQs are for use by government schools and departmental staff and are not to be shared externally. A copy of the FAQs for parents/carers of government school students is available at: [Moving from primary to secondary school](#).

Key information

The Department of Education's Placement Policy has changed for the 2023 school year. Please refer to questions 15 – 16 for important information that impacts all new enrolments and transfers.

1. Is Year 6 to Year 7 placement information available in languages other than English?

Yes, a factsheet is available in four other languages (Arabic, Chinese, Vietnamese and Dari) for culturally and linguistically diverse families. It provides key information on the Year 6 to Year 7 placement process for 2023-24 and complements the Placement Information Pack for Parents/Carers.

All families, no matter their language background, must still be provided with a copy of the Parent/Carer Information Pack at the start of Term 2.

2. How should international students in a primary school apply for placement in Year 7?

International students (such as those holding a dependant or temporary visa) are legally entitled to enrol at their designated neighbourhood school and should follow the same application process as local students.

However, fee-paying international students who hold a subclass 500 student visa (in their own name) may only attend accredited government schools. These students are referred to as Standard and Study Abroad students. They are required to attend an accredited school and may not be able to attend their closest school.

Standard and Study Abroad students can apply for enrolment in a government school at www.study.vic.gov.au or apply directly to non-government (Independent or Catholic) schools.

If your school has questions regarding international student enrolments, please contact international@education.vic.gov.au.

3. Can parents/carers contact their preferred secondary school directly if their non-government primary school is not assisting in the Year 6 to Year 7 placement process?

Yes, parents/carers may approach secondary schools directly for a copy of the *Application for Year 7 Placement 2024* form. See question 25 for more information.

4. What is the statewide policy on pre-enrolment testing/interviews of prospective students?

Schools **must not** undertake entrance/aptitude testing, or accept deposit or payment for testing, of prospective students before Friday 18 August 2023. This is the date by which primary schools notify secondary schools that placement offers have been accepted.

It is expected that testing only be undertaken in late Term 3 or Term 4 by students who have been **offered and accepted** a Year 7 placement for 2024. This covers all forms of testing, including examinations for school specific scholarships, academic programs, leadership programs, sporting trials, music or performing arts auditions, and other try-outs or performance assessments.

Schools must also not hold formal or informal interviews for prospective students and their families.

Schools who have already scheduled pre-enrolment testing prior to Friday 18 August 2023 must reschedule testing/interview dates to late Term 3 or throughout Term 4.

5. Can my school promote that we offer specialised academic and sporting programs as part of our information nights / prospectus information?

During Year 7 information nights for prospective students, secondary schools can advise families that the school offers specialism programs to students with an accepted placement.

Information should be clear that decisions regarding entry to these programs will be made after a Year 7 placement offer has been accepted, and that the school cannot reserve nor prioritise placements based on anticipated test results.

Secondary schools cannot request any student data for the purpose of placing students in specialised academic and sporting programs (e.g., teacher judgment or academic results) prior to Friday 18 August 2023. Transferring data before this time is a breach of the department's privacy legislation.

6. What if the student enrolling has a disability?

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

More information about disability rights and adjustments is available at the [Students with Disability](#) page in the Policy and Advisory Library (PAL).

Designated neighbourhood schools and school zones

7. What is the legislation that gives children the right to enrol in their designated neighbourhood school?

Children of compulsory school age are guaranteed the right to enrol at their designated neighbourhood 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."

Designated neighbourhood schools can be identified online on the [Find my School](#) website.

8. How does the department determine the designated neighbourhood school for a Year 6 student?

A designated neighbourhood school is generally the government school within closest proximity to the student's permanent residential address.

In Melbourne metropolitan areas, Ballarat, Bendigo and Geelong, the nearest school is measured by a straight line from the student's permanent residence. In any other areas of Victoria, the nearest school is measured by the shortest practical route from the student's permanent residence. For schools with multiple campuses, it is the campus within closest proximity to the student's permanent residential address.

Designated neighbourhood schools can be identified online on the [Find my School](#) website.

Schools seeking advice about school zones are advised to contact their regional office.

9. Do school zones change?

School zones are reviewed each year and published in Term 1. Zones may be adjusted to reflect new schools, changing provision at existing schools or to address changing demand and demographics of the local population. Most zones do not change.

The [Find my School](#) website shows school zones for the current year and the following year.

Schools that have had zone changes for the 2024 school year have been notified by the department.

10. Do students have to enrol in their designated neighbourhood secondary school?

No. Families can apply to a different secondary school. Where there is insufficient space at the school for all students who seek entry the department's Placement Policy priority order of placement will determine whether the application is accepted (see question 15).

Determining permanent residence

11. If a child has two permanent addresses, which is their designated neighbourhood school?

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

If the student spends an equal amount of time at two homes both are considered a permanent address and they are entitled to enrol in either one of their designated neighbourhood schools.

For more information about the determining permanent residence, please see the [Determining permanent residence page](#) on PAL.

12. What address does a parent/carer put down if they have bought or are building a property at a different address to their child's current address?

Parents/carers should complete the application form with their **current** address. Once they have moved into their new property, they are entitled to enrol at their new local school, subject to verification of permanent residence.

13. Can secondary school staff contact prospective families directly to verify address information, prior to a Year 7 placement offer being made?

Prior to a Year 7 placement offer being made on Wednesday 19 July 2023, any questions concerning the details on an Application for Year 7 Placement 2024 form should be directed to the student's primary school and remain confidential. This includes validating a student's permanent residence.

14. Where do I find more information on determining permanent residence? If a child has no permanent address, how is the designated neighbourhood school decided?

The [Determining permanent residence page](#) on PAL advises what information you can request from parents/carers through the 100-point residential address check, and reasonable verification standards.

The residential address check is intended as guidance only and schools have discretion to accept less than 100-points of information.

Schools should ensure enrolment practices do not unfairly disadvantage students who are unable to provide proof of permanent address because of their individual circumstances. This is particularly relevant to students experiencing homelessness, family violence or recently arrived immigrants or refugees. In these cases, school staff should seek advice from their regional office before rejecting an enrolment application on the basis that the student is unable to provide proof of permanent residence.

The department's Placement Policy

15. What changes have been made to the department's Placement Policy?

The Placement Policy has been updated to provide greater clarity for schools and parents/carers and support consistent decision-making.

Changes include simplifying the priority order of placement. Applications received from students who reside **outside of the school zone** will now be reviewed based on 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.

Out-of-zone enrolments cannot be prioritised based on curriculum grounds (see question 16).

Schools must follow the priority order of placement to prioritise enrolments fairly and consistently when there are existing or future capacity concerns. The priority order of placement only applies to students who are seeking enrolment in a school other than their designated neighbourhood school.

There have been no changes made to compassionate grounds in the policy, which states that in exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Compassionate grounds is an overarching consideration and does not form part of the priority order of placement (see question 17).

School staff should familiarise themselves with the **updated Placement Policy**, which is available in the PAL: [Placement Policy](#).

To help support families better understand the Placement Policy, including recent changes, please refer them to the [Enrolment FAQ for parents and carers](#) at the [School zones](#) webpage.

16. Can a student be enrolled on ‘curriculum grounds’?

No, students cannot be prioritised for enrolment on curriculum grounds.

However, schools continue to have the flexibility to focus on particular learning areas depending on the needs and interests of their community. This change to the priority order only impacts how out-of-zone children should be prioritised for enrolment, not a school’s curriculum or program offerings.

This guidance does not apply to selective entry schools and other specialism schools that are not required to manage enrolments in accordance with the Placement Policy. For further information, visit: [Selective Entry and Other Specialism Schools and Programs](#).

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

In exceptional circumstances, a student may be enrolled at a school on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

Parents/carers must 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).

Schools should consider each application on a case-by-case basis and may seek additional information to support the application.

Schools can contact their regional office to seek advice and support when considering applications on compassionate grounds.

For more information, see: [Placement Policy](#) and [Privacy Policy](#).

18. What are generally not considered compassionate grounds?

The following examples do not necessarily 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 the parents’/carers’ workplace, family member’s house (that is not the child’s permanent address) and/or the school of the student’s sibling/s.
- **Individual needs of a student with a disability** – Under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. On that basis, grounds for exceptional circumstances do not include concerns related to a child’s disability where those concerns can be addressed by making reasonable adjustments. For examples of reasonable adjustments and further guidance, refer to: [Making reasonable adjustments](#).
- **Curriculum** – preference for the school’s curriculum program, as Victorian government schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

19. What evidence may families be asked to provide if making an appeal on compassionate grounds?

When making an appeal on compassionate grounds, schools and regions can request that families provide further evidence to support their application, including, but not limited to:

- legal documentation
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing (DFFH) practitioners, Victoria Police and/or family violence service
- court orders.

Documents should be requested on a case-by case-basis, with schools using their professional judgment, particularly instances of compassionate grounds that are of a sensitive nature.

Schools must follow the Privacy Policy when collecting, using, disclosing and managing personal and health information. For more information, see: [Privacy Policy](#).

20. Does a school have to enrol all out-of-zone siblings?

There is an expectation that schools will enrol all out-of-zone siblings, unless otherwise approved by the Regional Director. Any agreements between schools and the Regional Director on enrolment restrictions are reviewed annually, with schools required to initiate contact in the first instance.

Principals should contact their relevant Regional Director to discuss their eligibility to restrict out-of-zone sibling enrolments.

21. Can I offer placement to students from outside of the school zone who do not have a sibling at my school?

All students who seek enrolment in your school that are from outside of the school zone should be offered a place at your school if:

- there is sufficient accommodation at your school
- this request for enrolment aligns with your school's enrolment management plan (if you have one).

There are many determining factors to sufficient accommodation that are outlined in the [Placement Policy](#).

Where there is insufficient accommodation at your school for all students who seek entry, students must be enrolled according to the Placement Policy's priority order of placement.

When assessing closeness to school, distances from an address to the 5 nearest schools (as measured in a straight line) are available on the [Find my School website](#). This website can be used when considering order of closeness to school, particularly for metropolitan areas, and in Ballarat, Bendigo and Geelong. In other areas, schools should consider travel distance between the applicants address and the school when considering order of closeness.

The Application for Year 7 Placement 2024 form (the Application form)

22. Where can staff and families find a copy of the *Application for Year 7 Placement 2024 form*?

The Application form is located in the **Placement Information Pack for Parents/Carers**, available to download here: [Moving from primary to secondary school](#).

This is the only form to be used for the Year 6 to Year 7 placement process. Schools must not create their own application forms for Year 7 placement.

23. Can schools request that primary schools and/or parents/carers submit additional information on the child's performance to support their application?

No. Primary schools and/or parents/carers **must not** be asked to submit additional information in support of their application (for example, primary school reports, NAPLAN test results, teacher judgement, letters of recommendation and/or evidence of language, artistic, curriculum or sporting achievement).

24. Who should be the first point of contact for parent/carer enquiries about the Year 6 to Year 7 transition process?

The Year 6 Coordinator, Transition Coordinator or Principal at each primary school can help parents/carers of Year 6 students with any questions they may have about the transition process.

25. How do students in non-government schools (Catholic or Independent) or students currently undertaking home schooling apply for a Year 7 placement at government schools?

If Catholic and Independent primary schools are assisting their families to manage Application Form

Some Catholic and Independent primary schools may choose to assist their families in the Year 6 to 7 placement process and will take on the same roles and responsibilities as government primary schools.

If a non-government primary school is not facilitating the process for placement in Year 7 at a government school, parents/carers may approach secondary schools directly for a copy of the *Application for Year 7 Placement 2024* form.

Parents/carers should also download the Non-Government Parent/Carer Information Pack from the [Moving from primary to secondary school](#) webpage.

If Catholic and Independent primary schools **are not** assisting their families to manage Application Form

Parents/carers can then submit an application form **directly** to their preferred government secondary school who will commence the placement process. If the first preference school is unable to place the child, they will forward the application to the second preferred school and so on until the child is placed. The school able to accommodate the child will notify the parent/carer of the application outcome on Wednesday 19 July 2023.

If none of the preferred secondary schools can offer a place, the child is guaranteed a place at their designated neighbourhood school. All applications are considered based on the Placement Policy's priority order of placement.

26. Who may sign the Application form?

Where practicable, all parents/carers with parental responsibility for a child should sign and submit a single *Application for Year 7 Placement 2024* form.

For the purposes of these forms, a parent/carer includes:

- the parents as set out on the child's birth certificate or as described in a court order
- an informal carer, with a statutory declaration.

Where it is not practicable or possible for parents/carers to sign a single form, they should communicate this to the primary school who will allow one form to be completed by each parent/carer.

These applications will be treated as separate applications. If the student is offered two placements at different schools, the parents are expected to reach an agreement about which placement to accept in the best interests of the student.

If parents/carers have difficulty reaching agreement, it is recommended the dispute be resolved 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.

If there is a parental dispute regarding school preferences and a place at each of the preferred schools is available, the student can be accepted into both schools pending agreement between the parents.

For more information refer to PAL: [Decision making responsibilities for students](#).

27. Do parents/carers need to complete the Application form if their child is attending a government school that continues from Year 6 to Year 7 at the same school?

No. If a Year 6 student is continuing at the same school (such as a Prep to Year 12, Prep to Year 9, or Prep to Year 10 school), a Year 7 Placement form does not need to be completed.

However, an Application form does need to be completed for each student seeking a Year 7 placement in **another** government school. The school must manage the process in accordance with the statewide procedures and timeline.

Pri/sec schools must inform families of the statewide Year 6 to Year 7 placement process and provide relevant resources and documentation.

28. Are parents/carers expected to complete an Application form if they have applied for a year 7 place (confirmed or otherwise) in a non-government school or are registered for home schooling in 2024?

All families with Year 6 students enrolled in *government* schools are encouraged to complete and return an Application form listing government school preferences, even if the student has been offered a place in a non-government school or are registered for home schooling in 2024 (unless the student is continuing at the same school as outlined in question 27).

This is to ensure all preferences can be accounted for, and the student's primary school can maintain accurate records in accounting for all Year 7 placements for students for 2024. Primary schools must inform families of their offer of placement in government schools as usual regardless of any application to non-government schools. Parents can then confirm their final decision by completing the Acceptance slip.

29. Do parents/carers need to identify three preferences?

Parents and carers are provided the opportunity to list up to three school preferences, which can include their designated neighbourhood school. If the student is unable to be placed at any of their preferred school/s, they will be allocated to their designated neighbourhood school.

30. What happens if a student does not receive a place in their preferred school, or schools?

The student will be allocated to their designated neighbourhood school.

31. What happens if a parent/carer does not return the Application form?

Primary school staff should take steps to contact the parent/carer if no Application form is submitted. Staff should document the reasonable steps they took to give parents/carers the opportunity to submit the Application form.

The student's name should be added to the Summary of Placement Requests list with a note that the Application form has not been returned. The primary school must inform the parent/carer that their child's name has been included in the Year 7 placement requests for the designated neighbourhood school.

The student will be allocated to their designated neighbourhood school.

32. Can parents/carers change their secondary school preference/preferences after they have returned their Application form to their primary school, but before an offer has been made?

Yes, parents/carers can change their secondary school preference/preferences after they have returned their Application form to their primary school.

Where a family's circumstances have changed, the primary school should facilitate any necessary changes to the secondary school preference/s, particularly if the circumstances result in a change of designated neighbourhood school.

33. What if a parent/carer does not return their Year 7 Placement Acceptance Slip to their child's primary school?

Primary schools are required to take reasonable steps to follow up with parents/carers to confirm their child's Year 7 placement for 2024. Once confirmed, the applicable column in the Summary of Placement Confirmation template must be completed and sent to the secondary school. Please see question 41 for advice regarding the Student Data Transfer process.

34. What if a parent/carer does not wish to accept their child's Year 7 placement offer when they are notified on Wednesday 19 July 2023?

Primary schools must advise parents/carers that it is the law for their child to be enrolled in a school, or registered for home schooling, if they are between the ages of six and 17.

The Year 7 Placement Acceptance Slip has been designed for families to confirm their child's Year 7 placement for 2024. This includes an option for the family to indicate that they are appealing the non-placement decision, and so have not yet accepted their child's placement offer.

Appeals to preferred secondary schools must be submitted by the closing date of **Friday 28 July 2023**.

35. What happens if a student's address changes between the placement offer being made in July 2023 and the first day of Year 7 in 2024?

A parent/carer must notify their child's primary school as soon as is practicable.

Primary schools must then facilitate the new placement request and provide updated advice to the relevant secondary school/s. The secondary school/s should provide a response as early as possible.

If a placement offer has been made to the student and the student's permanent residence has changed or it comes to light that the address provided on the Application form was not the student's genuine permanent residence, a school may *only* withdraw a placement offer in the following circumstances:

- the new address is not within the designated neighbourhood area for the school; **and**
- where, after the priority order of placement is applied to the correct address, a place is not available for the student; **and**

- the placement offer and any subsequent material provided to the student and their parent/carer expressly states that the offer may be withdrawn prior to the first day of attendance if the student's permanent place of residence changes or the school becomes aware that the address provided on the *Application for Year 7 Placement 2024* form was not the genuine permanent residence for the student.

If these circumstances occur, prior to withdrawing a placement offer, secondary school staff should consider any safety or wellbeing issues that may affect the student as a result of the offer being rescinded. Furthermore, school staff **must** consult with the relevant regional office or the department's Legal Division.

If such situations occur, in addition to notifying the student's parent/carer in writing, secondary school staff must also notify the student's primary school in writing. Primary school staff must then work with the family's new designated neighbourhood secondary school, or preferred secondary school, to ensure the student has a confirmed placement for Year 7 in 2024.

Placement appeals

36. What is the process for parents/carers appealing against a Year 7 placement decision to the preferred secondary school?

Any appeal against a government secondary school's decision not to provide a Year 7 placement, must first be lodged by the parent/carer with the preferred secondary school, in writing by **Friday 28 July 2023**, where it will be considered by the school's placement committee and/or Principal.

To assist families in this process, their appeal may be lodged using the **Appeal Form** which can be found at the end of this pack.

Secondary schools must provide written notification to parents/carers of the outcome of this appeal by **Tuesday 8 August 2023**.

37. How do parents/carers obtain a copy of the Appeal Form?

The Appeal Form can be found at the end of this pack. When notifying families of their child's Year 7 placement at a school which is not their first preference, the student's **primary school** is asked to provide parents/carers with a copy of the Appeal Form along with their placement letter of offer.

38. What happens if a parent's/carer's appeal to their preferred secondary school is unsuccessful?

Secondary schools must send the unsuccessful appeal letter to the parent/carer by **Tuesday 8 August 2023**. This letter details the next steps for the parent/carer to lodge a further written appeal against a school's decision should they wish to continue the appeals process. Appeals to the relevant Department of Education Regional Director are due on **Tuesday 22 August 2023**.

Placement appeals to the Regional Director are considered based on the priority order of placement, and in exceptional circumstances, compassionate grounds.

Parents/carers will be advised, in writing, of the outcome of the appeal by **Friday 20 October 2023**. The outcome of this appeal **concludes** the appeals process.

39. Should primary school staff provide letters of recommendation to parents/carers to support their child's placement appeal?

No, primary school staff should not provide recommendation letters to families to support their placement appeals.

Placement appeals are considered based on the priority order of placement, and in exceptional circumstances, compassionate grounds.

Schools and regions can request that parents/carers seeking a placement on compassionate grounds provide further evidence to support their appeal. More information on the documentation that can be requested can be found in question 19.

40. Can a parent/carer lodge an appeal to the department's Regional Director after the closing date of Tuesday 22 August 2023?

This date is set to ensure all Year 6 students can participate in the Year 7 Orientation Day on Tuesday 12 December 2023, which is a vital step in a student's successful transition to secondary school.

Any appeals received after this date will be considered at the discretion of the Regional Director and **may not be accepted**. Parents/carers wishing to lodge an appeal after the closing date should contact their regional office for advice.

Student Data Transfer (SDT)

41. What are the requirements regarding the transfer of student data from a primary school to a secondary school?

The CASES21 student data transfer process includes:

- an export of data from the primary school (the transfer) and
- an import of that data from the secondary school

To encourage a successful transition from Year 6 to Year 7, schools need to work together and share student information and student data to enable appropriate personal and social supports be put in place to promote student engagement and wellbeing, as well as meeting their legal and duty-of-care obligations.

It is mandatory that primary schools provide a standard minimum set of personal and health data to the destination secondary school via the CASES21 Student Data Transfer process, for all transitioning students.

Personal and health data includes a student's details, achievement data, primary, alternative and additional family information, medical conditions including disabilities, foreseeable risk factors and information relating to the welfare and any legal information.

For more support and information, see the Privacy Notice accompanying the *Application for Year 7 Placement 2024* form in the Parent/Carer Pack, and the Student Data Transfer policy on PAL at [Transition - Year 6 to 7](#).

42. When should the data transfer commence?

From end of August 2023 primary schools commence transferring student information data using CASES21. Please note the Student Data Transfer process should only occur for those students with an accepted Year 7 placement as per the applicable column in the Summary of Placement Confirmation template. Transferring student data prior to acceptance at the new school is a breach of privacy legislation.

If the family decides to accept a different secondary placement at a later date, the student data can be re-transferred to the new secondary school at that time. Please refer to *Chapter 24 Student Data Transfer CASES21 Administration User Guide* for more information.

To assist secondary schools with planning for 2024, primary schools must transfer the student data and secondary schools must import the student data. When achievement data for a transferred student is finalised in CASES21 at the end of 2023, it will automatically alert the secondary school to import the Achievement data.

For detailed instructions on how to import and export student data, see Chapter 24 of the CASES21 Administration User Guide.

43. How does the SDT process apply to a student who does not return their Placement Acceptance Slip?

Primary schools are required to take reasonable steps to follow up with parents/carers to confirm their child's Year 7 placement for 2024. If these attempts are unsuccessful, staff must advise the family, in writing, that their data will be shared with their designated neighbourhood school.

44. What are the student data transfer requirements for government primary schools?

Primary schools must:

- identify all students transferring to secondary schools
- ensure current student information is accurate on CASES21

- ensure that all **Student Support Services files**, also known as Department Confidential Student (DCS) files, which are unable to be transferred via CASES21, are **sent separately** to the destination secondary school by an appropriately qualified SSS team member.

45. What are the student data transfer requirements for secondary schools?

Once the Year 7 placement has been accepted by the child's family, secondary schools are required to:

- import student data received from the primary school into CASES21
- generate Student Enrolment Information Form [ST21090] in CASES21 and send to parents/carers to update. No other admission/enrolment form is required
- send any school specific parent permission requests e.g. use of student photo in school communication to parents/carers
- update student data on CASES21 with changes provided by parents/carers.

46. What are the SDT requirements in the following scenarios?

A Year 6 student transitioning from a government primary school to a non-government secondary (Catholic and Independent) school

When a student is transferring to a non-government secondary school, the government primary school is required to follow the Manual Exit of a Student instructions in Chapter 12 of the [CASES21 Administration User Guide](#).

A transfer note [ST21026] must be generated from CASES21, including information on any foreseeable risks (if applicable) and sent to the destination secondary school. Primary schools must ensure the enrolment in a non-government school is confirmed.

A Year 6 student transitioning from a non-government (Catholic and Independent) primary school to a government secondary school

When a student is transferring to a government secondary school from a non-government primary school, the government secondary school is required to follow the Manual Entry instructions Chapter 2 of the [CASES21 Administration User Guide](#). Parents/carers are required to complete a manual Enrolment Form.

A Year 6 student transitioning from a government primary school to an interstate secondary school

Primary schools are required to follow the Manual Exit of a Student instructions in Chapter 12 of the [CASES21 Administration User Guide](#) in conjunction with the information found on the [Education Council](#) site. The site contains downloadable forms, protocols and fact sheets.

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood.

A Year 6 student transitioning from a government primary school to an overseas secondary school

Schools are required to follow the Manual Exit of a Student instructions in Chapter 12 of the [CASES21 Administration User Guide](#) and choose "Overseas" as the destination school.

If primary and secondary schools require additional information regarding CASES21, see CASES21 Portal, or if school staff have additional queries regarding CASES21, submit a request to [DE Services Portal](#).

Information sharing to promote child wellbeing or safety

The Child and Family Violence Information Sharing Schemes have expanded permissions for authorised organisations, including government and non-government schools, to share information with each other in order to promote the wellbeing or safety of children or to assess or manage family violence risk. Information sharing can support a smooth and positive transition experience for the student and help the receiving school provide early and appropriately targeted support.

Information sharing under these schemes can be used in addition to the SDT requirements outlined above.

For more on the information sharing schemes see: [Child and Family Violence Information Sharing Schemes](#).

Student transport

47. Who is responsible for advising parents/carers of transportation information?

Each secondary school is expected to provide information regarding school buses and public transport on the school website.

Information should also be provided at school information sessions. The department's transport provision through the School Bus Program and Procedures sets this out. For more information, see [Travelling to school](#).

Year 6 to Year 7 Transition – Summary of Placement Requests

(PS use)

COMPULSORY USE: Primary schools are required to use this form to summarise **placement requests** for each secondary school by **Tuesday 23 May 2023**.

Note: Primary and secondary schools must not communicate with parents/carers regarding the status or outcome of placement requests until **Wednesday 19 July 2023**.

Date Sent	/ /2023	Mode of Delivery	Email/ Fax/ Registered Post/ Other
Primary School Name		Secondary School Name	
Contact Name		Contact Name	
Contact Email		Contact Email	
Contact Phone Number		Contact Phone Number	

The following [*insert number of students here*] Year 6 students are requesting a place at your secondary school for Year 7 in 2024.

#	Student Name	Gender	Sibling Claim – <i>Sibling Name and 2024 Year Level</i>	Designated Neighbourhood School Y/N	PS has checked address details match CASES21 Y/N	Notes (if applicable)
1						
2						
3						
<i>Add rows or delete rows as required</i>						

Primary schools should also attach (electronic) copies of the completed *Application for Year 7 Placement 2024* forms. All original forms must be kept by the primary school.

Year 6 to Year 7 Transition – Summary of Non-Placement Confirmation

COMPULSORY USE: This form must be used by secondary schools to communicate **non-placement outcomes** to primary schools.

All first-round preference outcomes must be confirmed by **Wednesday 7 June 2023**.

Secondary schools must notify primary schools of **all** outcomes of placement requests by **Wednesday 21 June 2023**.

Note: Primary and secondary schools must not communicate with parents/carers regarding the status or outcome of placement requests until **Wednesday 19 July 2023**.

Date Sent	/ /2023	Mode of Delivery	Email/ Fax/ Registered Post/ Other
Secondary School Name		Primary School Name	
Contact Name		Contact Name	
Contact Email		Contact Email	
Contact Phone Number		Contact Phone Number	

The following *[insert number of students here]* Year 6 students from your primary school have not been accepted into Year 7 for 2024.

** Please specify the **grounds** for non-placement as per the Priority Order of Placement.

#	Student Name	Gender	Designated Neighbourhood School Y/N	**Rationale Non-Placement
1				
2				
<i>Add or delete rows as required</i>				

Year 6 to Year 7 Transition – Summary of Placement Confirmation

COMPULSORY USE: This form must be used by secondary schools to communicate **placement confirmation** to primary schools, and then by primary schools in Term 3 to communicate **placement acceptance** to secondary schools.

Secondary schools must notify primary schools of **all** outcomes of placement requests by **Wednesday 21 June 2023**.

Primary schools confirm placement acceptance by completing the applicable column and send to secondary schools by **Friday 18 August 2023**.

Note: Primary and secondary schools must not communicate with parents/carers regarding the status or outcome of placement requests until **Wednesday 19 July 2023**. Secondary schools **must not undertake pre-enrolment** testing/interviews/auditions etc. for specific curriculum/artistic/sporting/leadership etc. programs prior to **Friday 18 August 2023**.

Date Sent	/ /2023	Mode of Delivery	Email/ Fax/ Registered Post/ Other
Secondary School		Primary School Name	
Contact Name		Contact Name	
Contact Email		Contact Email	
Contact Phone Number		Contact Phone Number	

The following [*insert number of students here*] Year 6 students from your primary school have been accepted into Year 7 for 2024.

**Please ensure you specify the grounds for placement as per the Priority Order of Placement.

#	Student Name	Gender	Designated Neighbourhood School Y/N	**Rationale for Placement if NOT Designated Neighbourhood School (e.g, sibling)	<u>Primary School Use in Term 3</u> - student has returned Year 7 Placement Acceptance Slip advising they have / have not accepted placement offer
1					
2					
<i>Add or delete rows as required</i>					

Draft letter for use by primary schools to notify parents/carers of Year 7 placement for 2024.

Primary schools may adapt this draft letter to notify parents/carers of their child's Year 7 placement for 2024 on **Wednesday 19 July 2023**. The Year 7 Placement Acceptance Slip **must** be included with the letter of offer.

This is only required for students offered a place at a government secondary school. Non-government secondary schools will contact students regarding offers directly.

PERSONALISED PARENT OR CARER NAME(S)

Address Line 1

Address Line 2

Suburb VIC Postcode

Dear PERSONALISED PARENT OR CARER NAME(S)

RE: Year 7 placement for 2024

I am writing to advise you of your child's Year 7 placement for 2024. *STUDENT FULL NAME* has been offered a place at *NAME OF SECONDARY SCHOOL*.

NAME OF SECONDARY SCHOOL is looking forward to welcoming *STUDENT'S FIRST NAME* and your family to their school community in 2024.

To accept this Year 7 placement offer, you will need to follow the advice in the information that *NAME OF SECONDARY SCHOOL* will provide to you shortly. Please also complete the attached Year 7 Placement Acceptance Slip and return to your child's Year 6 classroom teacher by **Wednesday 9 August 2023**.

INCLUDE OR DELETE THE FOLLOWING OPTIONS AS APPROPRIATE:

STUDENT'S FIRST NAME placement has been allocated based on the information provided in your Application for Year 7 Placement 2024 form and may depend on you satisfying the proof of permanent address requirements as outlined in the department's Enrolment Policy.

If any of your circumstances change between now and the start of the 2024 school year, please notify both me and NAME OF SECONDARY SCHOOL as early as possible.

OR

This placement has been allocated under the 'Sibling Claim' provision. If circumstances change and your child's sibling(s) will no longer be attending NAME OF SECONDARY SCHOOL in 2024, you may no longer be eligible for this placement offer. Please notify both me and NAME OF SECONDARY SCHOOL as soon as you know that your circumstances have changed.

OR

*I understand that this placement is not your first preference of secondary school. STUDENT'S FIRST NAME was not accepted into their first preference on the basis that ... [PLEASE SELECT **ONE** FROM BELOW; DELETE OPTIONS THAT ARE NOT APPLICABLE].*

- *It was not their Designated Neighbourhood School and that school is not in a position to offer a Year 7 placement students from outside their zone; **or***
- *(Refer to rationale in "non-placement confirmation" template).*

If you would like to appeal this decision, you may write to the principal of your preferred school, outlining your reasons for appeal.

A written appeal against a Year 7 non-placement decision must be lodged with your preferred secondary school by Friday 28 July 2023 using the attached Appeal Form – for Year 7 placement in the 2024 school year. Your preferred secondary school will advise you of the outcome of your appeal, in writing, by **Tuesday 8 August 2023**.

If this appeal is unsuccessful, a further appeal can be lodged in writing to the relevant Department of Education Regional Director by **Tuesday 22 August 2023**.

All placement appeals are considered based on the priority order of placement, and in exceptional circumstances, compassionate grounds on a case-by-case basis.

REMAINING PARAGRAPHS FOR ALL PARENTS/CARERS:

Determining your permanent residence

The department's Enrolment Policy sets out the type of information a school can request as proof of permanent residence when you are completing their enrolment process, and the ways schools can verify this information. Guidance on determining permanent residence is available online: <https://www2.education.vic.gov.au/pal/enrolment/guidance/determining-permanent-residence>

If your address changes

If your permanent residential address changes prior to the start of Term 1 in 2024, please notify both me and *NAME OF SECONDARY SCHOOL*. If this placement was offered based on your address being within the school zone at a school that is facing enrolment pressures, it may be withdrawn. This is in line with the department's Placement Policy. Please check the 'Guidelines for Enrolment in a Victorian Government School' for more information if your address changes before the first day of school in 2024: <https://www2.education.vic.gov.au/pal/enrolment/guidance>

If your child's sibling leaves this school

If circumstances change and your child's sibling(s) will no longer be attending in 2024, you may no longer be eligible for this placement offer. Please contact us as soon as you know that your circumstances have changed.

If you secure a Year 7 placement at a different school

Should you secure an alternative Year 7 placement for your child, please complete an **updated** Year 7 Placement Acceptance Slip, and submit to your Year 6 classroom teacher as soon as possible. This is to ensure your child's enrolment information is forwarded to the correct school.

If you do not wish to accept this placement offer

If you do not wish to accept your child's Year 7 placement offer, please advise me and the *NAME OF SECONDARY SCHOOL* as early as possible and make this clear on your Year 7 Placement Acceptance Slip.

You can appeal your child's placement decision by writing to your preferred secondary school using **Appeal Form** – for Year 7 placement in the 2024 school year. Please be advised that it is the law that your child is enrolled in a school, or registered and approved for home schooling, if they are between the ages of 6 and 17.

If you need any further information about your child's secondary school placement for 2024, please do not hesitate to contact me.

On behalf of all the staff at *PRIMARY SCHOOL NAME*, I wish *STUDENT'S FIRST NAME* every success in their transition to secondary school.

Yours sincerely

SIGNATURE BLOCK OF PRIMARY SCHOOL PRINCIPAL

Year 7 Placement Acceptance Slip – for Year 7 Placement in 2024

Please complete this Placement Acceptance Slip and return to your child's Year 6 classroom teacher by **Wednesday 9 August 2023**.

Note: only **one** parent/carer's details are required unless a Family Law Court order is in place identifying equal shared parental responsibility.

Full Name of Student			
Primary School			
Year 6 Teacher			
Allocated Government Secondary School			
I have accepted the offer from my child's allocated government secondary school	<input type="checkbox"/> Yes – date accepted: / / 2023 <input type="checkbox"/> No – reason for non-acceptance (choose one below) <input type="checkbox"/> My child will be attending a Catholic or Independent school, or undertaking approved home schooling, in 2024 OR <input type="checkbox"/> I have lodged a non-placement appeal with the relevant Department of Education Regional Director, and I will submit an updated Acceptance Slip by Tuesday 24 October 2023 .		
Name Parent/Carer 1		Name Parent/Carer 2	
Relationship to Child		Relationship to Child	
Signature		Signature	
Date	/ /2023	Date	/ /2023

Template letters for use by secondary schools to notify parents/carers of outcome of school level appeals

Successful appeal letter

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Title] [Surname]

Re: Successful appeal for [Child's First Name] [Child's Family Name]

Thank you for your appeal received on [date appeal received], in which you are seeking to enrol your child, [Child's First Name] [Child's Family Name], at [School Name] for Year 7 in 2024.

Your appeal for enrolment at our school has been successful.

To accept your Year 7 place, please complete the Year 7 Placement Acceptance Slip and return to your child's Year 6 classroom teacher by **Wednesday 9 August 2023**.

We look forward to welcoming your child and family to our school community next year.

[Personalised sign off from Principal].

Yours sincerely

[Principal Name]

[Signature block of Principal]

Date: DD/MM/YYYY

Unsuccessful appeal letter

[INSERT TEMPLATE ON SCHOOL LETTERHEAD]

[Personalised parent or carer name(s)]

[Address Line 1]

[Address Line 2]

[Suburb VIC Postcode]

Dear [Title] [Surname]

Re: Unsuccessful appeal for [Child's First Name] [Child's Family Name]

Thank you for your appeal received on [Date appeal received], in which you are seeking to enrol your child, [Child's First Name] [Child's Family Name], at [School Name] for Year 7 in 2024.

Your appeal has been reviewed by [myself (principal) and/or a panel of senior staff from school name]. After careful review and consideration of your appeal, including any supporting documentation, your appeal for enrolment at our school has been unsuccessful.

I understand that you may be disappointed with this outcome. I want to reassure you that all Victorian government schools have a range of strategies in place to support students with their transition to secondary school.

Next steps for your child's enrolment

Please complete the Year 7 Placement Acceptance Slip and return to your child's Year 6 classroom teacher by **Wednesday 9 August 2023**.

If you are not satisfied that our school has correctly applied the Placement Policy or adequately considered your circumstances in the assessment of your appeal, you may lodge a further written appeal to the relevant Department of Education Regional Director **by Tuesday 22 August 2023**. It is still important you complete the Year 7 Placement Acceptance Slip. This will ensure your primary school is aware of your appeal to the Regional Director.

Appeals to the Regional Director are considered by a panel of senior department staff. This panel provides a recommendation to the relevant Regional Director who will notify you of the final decision **by Friday 20 October 2023**.

If you would like to appeal to the Regional Director, please submit to your Regional Office: **insert from the following:**

- **North-Eastern Victoria Region. E: nevr@education.vic.gov.au. Ph: 1300 333 231**
- **North-Western Victoria Region. E: nwvr@education.vic.gov.au. Ph: 1300 338 691**
- **South-Eastern Victoria Region. E: sevr@education.vic.gov.au. Ph: 1300 338 738**
- **South-Western Victoria Region. E: swvr@education.vic.gov.au. Ph: 1300 333 232**

Wishing you and [Child's First Name] all the best with your educational journey.

Yours sincerely

[Principal Name]

[Signature block of Principal]

Date: DD/MM/YYYY

Appeal Form (School Level)

Privacy Notice

1. The Department of Education (the department) and Victorian government schools require the information requested for this process to appropriately assess your appeal of the non-placement or non-enrolment decision (the Appeal) and to contact you as required in relation to this process.
2. The information necessary for this process includes your child's given name, family name, date of birth, gender, permanent residential address and (when appropriate) evidence of extenuating circumstances. Providing this personal information ensures accurate and fair assessment for the Appeal process.
3. Your Appeal will be considered by the placement or enrolment committee and/or Principal.
4. The placement or enrolment committee and/or Principal may contact your child's current school or kindergarten/other early years setting, if relevant, to obtain further information that is necessary to assess your Appeal. Please ensure all personal information you have provided to the current school or kindergarten/other early years setting, if relevant, is current and up to date, including:
 - a) contact phone numbers and email addresses
 - b) permanent residential address
 - c) emergency contact details, and
 - d) copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
5. The department may make reasonable enquiries to verify information that you have provided, for example, by contacting third parties such as any authorities or individuals that can verify the information regarding your child's circumstances.
6. If complete information is not provided in the Appeal Form, the outcome of your Appeal may be delayed or the placement or enrolment committee and/or Principal may be unable to properly assess your Appeal.
7. If you are currently enrolled in a Victorian government school, when a different Victorian government school has made a placement or enrolment offer, which you have accepted, personal and health information about your child will be sent to that 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. Refer to:
<https://www2.education.vic.gov.au/pal/enrolment/guidance/student-transfers-between-schools>
8. All information received by the department for the Appeals process will be securely stored and handled in accordance with the [department's Privacy Policies](#):
<https://www.education.vic.gov.au/Pages/privacy.aspx> Only staff involved with the processing of the Appeal will have access to the information provided as part of this process.
9. If you have queries regarding the Form or the Appeal process, or wish to update any information you have provided, please speak with the primary school or contact a Community Liaison Officer or a Senior Transition Officer in your relevant regional office. You can find the regional office contact details and locations on the department's website, here: <https://www.vic.gov.au/office-locations-department-education>

Appeals: Information for parents/carers

If a school decides not to offer your child a place, you can appeal.

There are many reasons why a school may not be able to accept enrolments from students who live outside their school zone. These include, but are not limited to:

- **Capacity constraints** – they may not have enough capacity to offer enrolment to out-of-zone students.
- **Increased local enrolments** – they might be experiencing, or forecast to experience, an increase in enrolments from within the school zone. This means they may have to leave some capacity for future students living in-zone.
- **Staffing constraints** – schools may only have enough staff to take a certain number of enrolments.

Appeals on compassionate grounds

Schools will consider appeals on compassionate grounds in exceptional circumstances. 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. This may include:

- family violence
- wellbeing and safety concerns
- physical and/or mental health concerns.

Importantly, this is not a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds; each application will be dealt with on a case-by-case basis.

It is important to provide schools and regional offices with supporting evidence of your claim. This may include:

- legal documentation
- reports from allied health and/or medical professionals, the Department of Families, Fairness and Housing (DFFH) practitioners, Victoria Police and/or family violence services
- court orders.

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

- **Ease of transportation** – having a school, that is not your local school, be more convenient for you to access via car, foot, public transport or carpool, or is closer to your workplace, family member's house (that is not the child's permanent address) and/or the school of your child's sibling/s may not be appropriate grounds for appeal.
- **Individual needs of a student with a disability** – Under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. On that basis, grounds for exceptional circumstances do not include concerns related to a student's disability where those concerns can be addressed by making reasonable adjustments. The reasonable adjustments webpage has further information:
<https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/reasonable-adjustments.aspx>
- **Curriculum** – preference for the school's curriculum program is unlikely to meet the grounds for exceptional circumstances, as Victorian government schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

For further information, please see: <https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>

Appeals on permanent residence

When assessing enrolment applications, schools may request that parents/carers provide supporting documentation, such as original or certified copies of rental agreements or unconditional contracts of sale, to assist them in verifying a student's permanent residence.

Please note, the following example does not necessarily meet the requirements under permanent residence:

- Anticipated move** – if you are planning to move into a different address after the beginning of the school year, this does not mean you are guaranteed entry into the local school of the new address. This includes situations where families are building/buying a new home or starting a new lease agreement. The school may not be able to offer your child a place until after you have taken possession of the property and can provide proof that it is your new permanent residence.

If you are unable to provide sufficient proof of your permanent residence, schools may not accept your enrolment. For further information, please see:

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

Appeal timelines

Date	Description
Thursday 20 July 2023 to Friday 28 July 2023	If your placement application was not successful, and you believe you have appropriate grounds to appeal the decision, parents/carers can lodge a written appeal with the <u>preferred secondary school</u> . This is the school at which your child has been unsuccessful in gaining a Year 7 placement. Please use the Appeal Form to lodge an appeal.
Friday 28 July 2023	Closing date for written appeal to be lodged with the <u>preferred</u> secondary school.
Tuesday 8 August 2023	Your child's appeal will be considered by the school's placement committee and/or Principal and you will receive written notification of the outcome by this date.
Friday 28 July 2023 to Tuesday 22 August 2023	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 Regional Director by Tuesday 22 August 2023 . Appeals to the Regional Director will not be considered if you have not appealed to your preferred secondary school in the first instance.
Tuesday 22 August 2023	<p>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. 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.</p> <p>Appeals are considered by a panel of senior regional staff that assess the appeal against the Placement Policy. This panel provides a recommendation to the relevant Regional Director who makes the final decision.</p> <p>Parents are not required to meet with the panel. The panel will make a recommendation to the Regional Director based on evidence outlined in the appeal and Department of Education's Placement Policy.</p>
<p>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.</p>	
Friday 20 October 2023	<p>Regions will notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by this date.</p> <p>**This only applies to appeals received by the closing date of Tuesday 22 August.</p>

Appeal Form

Section 1: Student current school details

Student's Current School (N/A if not enrolled at a school)	
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Section 2: Student Details

Family Name			
First Given Name		Date of Birth (dd-mm-yyyy)	__ / __ / ____
Second Given Name		Gender	
Name used by student (if applicable)			
Current Permanent Residential Address			
Apartment/Unit Number (if applicable)			
Street Number and Name			
Suburb		Postcode	
Current Mailing Address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different (complete below)		
Street Number and Name			
Suburb		Postcode	

Section 3: Parent / 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>home</i>)		Phone Number (<i>home</i>)	
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 spilt with Adult 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 spilt 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:

Section 3: Parent / Carer Details cont'd

Is the student at risk?	" Yes <i>(complete the below questions and attach a copy of any relevant orders)</i> " No	
Please describe risk		
Relevant orders attached <i>(please highlight)</i>	" Intervention Order	" Other <i>(please specify)</i>
	" Protection Order	

Section 4: Government school preference

School at which applicant has been unsuccessful <i>(include campus if applicable)</i>	
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Section 5A: Grounds for appeal

Please select **one** of the reasons below as grounds for your appeal and complete **section 5B**.

The below options align with the [Placement Policy](#).

Students for whom the school is the designated neighbourhood school - Appeal on permanent residence	<input type="checkbox"/>
Students with a sibling at the same permanent address who are attending the school at the same time	<input type="checkbox"/>
All other students in order of closeness of their home to the school	<input type="checkbox"/>
Overarching consideration - Compassionate grounds (due to exceptional circumstances)	<input type="checkbox"/>

Section 6: Signature of parents or carers

Privacy Notice Summary: To assist with the consideration of your appeal, the placement or enrolment committee and/or Principal 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.

Adult A Signature		Adult B Signature	
Date	/ / 2023	Date	/ / 2023