

# Year 6 to Year 7 Transitions: Frequently Asked Questions (FAQs)

## **1. Does a public school have to enrol all students for whom they are the designated neighbourhood school (i.e. their school zone)?**

Students are entitled to a place if their permanent residence lies within the designated school zone (standard or restricted).

For more information see:

[education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](http://education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

## **2. How does the Department determine the designated neighbourhood school for a year 6 student?**

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

In Melbourne metropolitan areas, Ballarat, Bendigo and Geelong, the nearest school is measured in 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 at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

Primary schools seeking advice about school zones are advised to contact their regional office. Key contacts are provided at the end of this pack.

## **3. Do school zones change?**

The Department reviews school zones on a regular basis to ensure all schools can provide places for students who live within the school zone and for whom it is the nearest public school.

A school zone may be updated if a school zone in the surrounding area changes, or if a school is experiencing enrolment capacity pressure.

If this is the case, the regional office will undertake an assessment of enrolment practice and built capacity of the school. This assessment determines a school's needs, the potential solutions to be considered and the actions required. In some circumstances, the Minister or delegate may approve a restricted school zone.

## **4. Do parents or carers need to complete the form if their child is attending a public school that continues from Year 6 to Year 7 at the same school?**

No. If a child is continuing at the same school (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 8 school), a Year 7 Placement form does not need to be completed.

A Year 7 Placement form needs to be completed for each student seeking a placement in another school.

If a child attends a school which offers both Year 6 and Year 7 but is seeking an enrolment in a different school for Year 7, the Year 7 Placement Form needs to be completed.

## **5. Do parents or carers need to identify three preferences if their first preference is their designated neighbourhood school?**

No. It is sufficient to identify one preference if that school is the student's designated neighbourhood school.

## **6. Can a Year 6 student living outside the school zone attend a school if they have a sibling currently attending the school?**

To be eligible for a place based on a sibling claim, the prospective Year 7 student must have a sibling already enrolled in that school, who will continue to be a student at the preferred school in 2020.

To read the priority order of placement, see:

[education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](http://education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

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

International Fee-paying international students can apply for enrolment in a public school at [www.study.vic.gov.au](http://www.study.vic.gov.au) or apply directly to independent or catholic schools.

## **8. Do students have to enrol in the government secondary school closest to their home?**

No. Families can apply to a different secondary school, however, the priority order of placement will determine whether the applications is accepted.

To read the priority order of placement, see:

[education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](http://education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

## **9. Who is responsible for advising parents and 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 Policy and Procedures sets this out. For more information, see:

[education.vic.gov.au/school/teachers/studentmanagement/Pages/schoolbus.aspx](http://education.vic.gov.au/school/teachers/studentmanagement/Pages/schoolbus.aspx)

## **10. Who should be the first point of contact for parental 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 and carers of Year 6 students with any questions they may have about the transition process.

## **11. What happens if a parent or carer does not return the Application for Year 7 Placement form?**

The student will be allocated to their designated neighbourhood school.

The student's name should be added to the summary list with a note that the form has not been returned. The family should be informed that their child's name has been included in the Year 7 placement requests for the designated neighbourhood school.

## **12. 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.

## **13. What happens if a parent or carer changes their mind once a placement has been accepted?**

Primary schools must facilitate the new request and provide updated advice to the relevant secondary school(s). If it is a new request for a placement, the secondary school should provide a response as early as possible to match the placement timeline.

## **14. What is the process for an appeal against an enrolment allocation decision?**

Any appeal against a public secondary school's decision not to provide a Year 7 placement, must first be lodged with the preferred secondary school by **Monday 19 August 2019**, where it will be considered by the principal. Parents or carers must be notified in writing of the outcome of this appeal by **Friday 30 August 2019**. Any appeal against a school's decision should be lodged in

writing, outlining the grounds for appeal, to the Department's regional director by **Friday 13 September 2019**. Appeals are considered based on the priority order of placement.

**15. What happens if an appeal is lodged after Friday 13 September?**

This date is set to ensure all Grade 6 students have the opportunity to participate in the Year 7 Orientation Day in December. Any appeals after this date will be considered at the discretion of the regional director, and may not be finalised by Orientation day. Appeals lodged after this date may also impact the allocation of classes and resources in readiness for the first day of Term 1 2020.

**16. When is the statewide Orientation Day for 2019?**

All secondary schools with Year 7 enrolments must hold an Orientation Day on **Tuesday 10 December 2019**.

**17. What are the requirements regarding the transfer of student data?**

During the Year 6 to Year 7 transition it is mandatory that primary schools provide a standard minimum set of data to the destination secondary school for all transitioning students. This ensures secondary schools offer the best possible support for a successful transition, while meeting duty of care obligations.

For more support and information, see:

[edugate.eduweb.vic.gov.au/Services/bussys/cases21/Pages/Home.aspx](http://edugate.eduweb.vic.gov.au/Services/bussys/cases21/Pages/Home.aspx)

**18. When should the CASES21 data transfer occur?**

Primary schools can send initial data as soon as the student has been offered a Year 7 place in the receiving school. Details can be updated if a different school is identified at a later date. Achievement data can be forwarded when finalised at the end of the school year. This must occur prior to census day.

Detailed advice is available in the CASES21 Administration User Guide Chapter 2 Enrolment:

[edugate.eduweb.vic.gov.au/Services/bussys/cases21/User%20Guides/Administration%20User%20Guide/Chapter%2002%20Enrolment%20v2%2022%20December%202017.pdf?Web=1](http://edugate.eduweb.vic.gov.au/Services/bussys/cases21/User%20Guides/Administration%20User%20Guide/Chapter%2002%20Enrolment%20v2%2022%20December%202017.pdf?Web=1)

**19. How do students in independent or catholic schools access the transition information to apply for placement?**

Information can be accessed from the relevant regional office or the Department's website:

[education.vic.gov.au/school/principals/spag/participation/pages/transition.aspx](http://education.vic.gov.au/school/principals/spag/participation/pages/transition.aspx)

**20. How do secondary schools process applications from students attending non-public primary schools?**

Applications are submitted directly to the secondary school, and are considered together with those submitted from primary schools.

**21. If a child has two permanent addresses, how is the designated neighbourhood school decided?**

If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of their weekdays.

**22. Who can sign the application for placement form?**

Where practicable, all parents of a child should sign and submit a single application for placement form.

For the purposes of this form, a parent includes a guardian, any person who has parental responsibility for the child including parental responsibility under the Family Law Act 1975 and an informal carer of the child under an Informal Carer Statutory Declaration. For further information, see: [education.vic.gov.au/school/principals/spag/safety/Pages/parentalresponsibility.aspx](http://education.vic.gov.au/school/principals/spag/safety/Pages/parentalresponsibility.aspx)

Where it is not practicable or possible for parents to sign a single form, they should communicate this to the primary school who will allow more than one application form to be completed and submitted by each parent. 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 or carers have difficulty reaching agreement, it is recommended the dispute be resolved through discussion, attendance at the Family Relationship Centre or at Court.

**23. What happens if a student's address changes between the application and the beginning of Year 7?**

Subject to any changes to the Department's enrolment policy, if, after a placement offer is made to the student, the student's permanent residence changes or it comes to light that the address provided on the application form was not the genuine permanent residence for the student, a school may only withdraw a placement offer in the following circumstances:

- the placement offer and any subsequent material provided to the student 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 form was not the genuine permanent residence for the student; and
- the new address is not within the designated neighbourhood area for the school.

Prior to withdrawing a placement offer of enrolment in these circumstances, school staff should consider any safety or wellbeing issues relating to the student and should consult with the relevant regional office or the Department's Legal Division.

**24. Are all parents required to complete an application form regardless of whether they have a place in a non-public school?**

Yes, all families with students enrolled in public schools are required to fill in an application form, even if they have been offered a place in an independent or catholic school (unless the student is continuing at the same school as outlined in question 4).