

Application for Year 7 Placement 2025

Complete this form in **BLOCK LETTERS** if you are a parent/carer of:

- a Year 6 government primary school student
- a Year 6 non-government primary school or home school student seeking placement at a government secondary school.

You must submit this form by **Friday 10 May 2024**.

Parents or carers who are responsible for enrolling their child must complete this form. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process.

Section 1: Primary school details

Year 6 student's current primary school	
VSN (<i>school to supply</i>)	
Fee-paying international student (<i>dependent or temporary visa</i>) *	<input type="checkbox"/> Yes <input type="checkbox"/> No
International Student ID	

*Fee-paying international students who hold a subclass 500 Schools Sector visa in their own name should not complete this application.

Section 2: Year 6 student details

Family name	
First name	
Second name	
Preferred name (<i>if applicable</i>)	
Date of Birth (<i>dd-mm-yyyy</i>)	___/___/___
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____

Current Permanent Residential Address

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

Section 3: Parent or Carer details

Adult A		Adult B	
Relationship to student (Parent, Carer, Grandparent etc)		Relationship to student (Parent, Carer, Grandparent etc)	
Title (Ms, Mrs, Mr, etc)		Title (Ms, Mrs, Mr, etc)	
First name		First name	
Family name		Family name	
Phone number		Phone number	
Email address		Email address	
On <u>weekdays</u> , the student lives with Adult A (tick one)	<input type="checkbox"/> Full time or Mostly <input type="checkbox"/> Equal time (equal split with Adult B) <input type="checkbox"/> Sometimes or Never	On <u>weekdays</u> , the student lives with Adult B (tick one)	<input type="checkbox"/> Full-time or Mostly <input type="checkbox"/> Equal time (equal split with Adult A) <input type="checkbox"/> Sometimes or Never
Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:	Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:
Nominate primary contact for all calls and correspondence (tick one)		<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults	

Section 4: Government school placement preferences

Section 4 must be completed for **all Year 6 students**, even where:

- you are waiting for confirmation of a non-government school placement; **or**
- you have a confirmed non-government place but would still like to be considered for a government place for Year 7 in 2025; **or**
- you intend to register for home schooling.

Section 4A: Designated neighbourhood school

To locate your child's designated neighbourhood school for Year 7 in 2025, visit www.findmyschool.vic.gov.au

Your designated neighbourhood school <i>(include campus if applicable)</i>	
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Section 4B: Secondary school preferences

You may list up to three school preferences, which can include your designated neighbourhood school.

If none of your preferred schools can place your child, they will receive a place at their designated neighbourhood school, as listed in **Section 4A**.

Government school name <i>(include campus if applicable)</i>	Office Use Only Date of Distribution
1	
2	
3	

Section 4C: Sibling Claim

A sibling claim can be made for government schools where:

- 1) the sibling resides at the same permanent residential address as your Year 6 child; and
- 2) the sibling is currently enrolled at the school; and
- 3) the sibling will continue to be enrolled at the school in 2025.

Include the name of the school and the 2025 year-level of the sibling below.

Government school name	Name of sibling	Year level in 2025

Section 5: Non-Government school (Catholic or Independent) or home school

Only complete **Section 5** if you have received confirmation of a place in a non-government school **OR** if you intend to register your child for homeschooling in 2025.

You should also complete Section 4 if:

- you are waiting for confirmation of a non-government school placement; or
- you have a confirmed non-government place but would still like to be considered for a government place for Year 7 in 2025; or
- you will likely apply to the VRQA for home schooling registration.

If you have already applied, or intend to apply, for placement in a non-government school, please indicate the name of the school below.

Name of Catholic or Independent school	Confirmed Place
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Homeschooling	
Intended registration with VRQA	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6: Signature of Parents or Carers

- I have read this form and the attached Privacy Notice (page 10).
- I certify that all the above information is correct.
- I agree to the disclosure of my child's information for the purpose of Year 7 placement.
- (*If applicable*) I have attached the most recent copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
- (*If applicable*) I have attached confirmation that my child has been accepted into a non-government school in 2025.

Adult A signature		Adult B signature	
Date	/ / 2024	Date	/ / 2024

Please select the category that best describes who has signed and completed this form. This will assist the school with the enrolment process.

- Both parents/carers have completed and signed this form.
- Parents/carers are completing separate forms (schools can provide additional forms on request).
- One parent has completed and signed this form on behalf of both parents. Contact details for the other parent have been provided in the form for the school's use as required.
- One parent has completed and signed this form and the contact details for the other parent are unknown to the enrolling parent/carer and not provided.
- There is only one parent/carer with legal responsibility for the child and that person has completed and signed this form.
- Other, please specify: (for instance, where the contact details for the other parent are known but it is not appropriate or safe to contact them) _____

Privacy Notice

Application for Year 7 Placement 2025

1. The Department of Education (the department) is one legal entity and includes all Victorian government schools.
2. The primary school may pre-populate sections 1 to 4A of the attached *Application for Year 7 Placement 2025* form (the Application), before providing it to you, from information already held in its records.
3. The Application asks for personal information such as your child's given name, family name, date of birth, gender, and permanent residential address which are necessary to ensure that:
 - a. you are provided with as much choice as possible
 - b. all children who require a place in a Victorian government school for Year 7 are provided with one in accordance with the *Education and Training Reform Act 2006*
 - c. the transition process is as smooth as possible for your child.
4. If you wish your child to attend a government secondary school currently being attended by a sibling who lives at the same permanent residential address, and who will still be attending the said school in 2025, please identify the school's name, sibling's name, and 2025-year level of the sibling in the Application.
5. You are requested to provide details about your child's placement in a non-government school or intention to home school your child, including the name of the non-government school and whether the placement is confirmed. This information will be used to assist with the planning of placements in government schools and ensure your child has a confirmed placement in a school.
6. To assist the Year 7 placement process, please ensure that all information provided to the school through the Application and other means, is accurate and current, including:
 - a. parent or carer details, including contact phone numbers and email addresses
 - b. permanent residential address
 - c. copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders and Child Protection Orders and/or an Informal Carer Statutory Declaration.
7. When a Victorian government school student has been accepted at another Victorian government school,
 - personal and health information about your child will be sent to that school electronically through the department's administrative system, CASES21. CASES21 is the software component of the Computerised Administrative System Environment in Schools (CASES) which is the package provided to Victorian government schools to support school administration, finance, and central reporting.
 - the school may request additional information to support your child's wellbeing or safety, including information about educational abilities, interests, and skills. Non-electronic records containing your child's personal and health information may also be transferred at this time.
8. When a non-government student has been accepted at a Victorian government school, the school may request additional information about your child's educational abilities, interests, skills, or other relevant information from your child's primary school, to support your child's wellbeing or safety. This includes personal and health information about each student. Information will be disclosed subject to consent unless such disclosure is authorised or required by law.
9. Transferring personal and health information to a student's Victorian government school is in the best interests of students because it assists that next school in providing optimal education and support to each student.
10. If your child is transitioning to a non-government school for Year 7 in 2025, the receiving non-government school may request personal and health information about your child. Subject to consent, or unless such disclosure is required or authorised by law, your child's government primary school will transfer this data.
11. Personal and health information about students will only be shared with school staff who need to know that information to educate or support the student, to fulfil legal requirements or where permitted by law.
12. All information received by the department will be securely stored and handled in accordance with the Privacy Policy: www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx
13. You can review the department's privacy collection notice at: www.education.vic.gov.au/Pages/privacy.aspx. This notice explains how the department, including Victorian government schools, handles personal and health information.