

Application form for Year 7 Placement 2022 – Landscape orientation

For use by parents and carers with Year 6 children at government schools in 2021

For placement in Year 7 in 2022

Updated 1 April 2021

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

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

Section 1

Primary school may pre-fill section 1 **OR** parents/carers to complete.

Sections 2 – 6

Parents/carers to complete.

*Your child's primary school **may** pre-populate Sections 1-4a of the Application form prior to distribution. Please check these details for accuracy and advise your primary school if any information they have pre-populated is incorrect.*

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

1. Your child's government primary school will provide you with guidance on how to access this Application form and how to return it back to the school.
2. You must return this Application form to your child's primary school by **Friday 14 May 2021**. Your primary school will advise you how you should return the form.
3. You should complete all sections of the Application form and sign it. To locate your child's designated neighbourhood Government school for Year 7 in 2022, enter your permanent residential address at www.findmyschool.vic.gov.au. Guidance on how to use the findmyschool.vic.gov.au website is on the following page of this document.

4. Please note that your primary school may have filled out section 1-4 of this Application on your behalf, prior to sending it to you. You should check that all this information is correct. If there are any errors in the pre-populated information, you should contact your primary school.
5. If relevant, you should attach any recent copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration, to your Application.
6. If your child is going to a non-government for Year 7 next year, or will be starting home schooling in 2022, you should attach confirmation of this to your Application.
7. If you have any questions on how to complete/return the Application, please contact your primary school.
8. Your primary school will notify you of your child's Year 7 placement offer for 2022 on Wednesday 4 August 2021

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

1. Begin by visiting www.findmyschool.vic.gov.au
2. You can find your designated neighbourhood school by entering your residential address OR searching using the name of a school.
3. The result will show:
 - where the school is located within the zone and the residential address (if provided)
 - information about the school, its region and a link to the school website.
4. To refine results to the type of school, select 'Primary' or 'Secondary'. There is the option to filter results by year level for secondary schools.

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

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

PRIVACY NOTICE

APPLICATION FOR YEAR 7 PLACEMENT 2022 FORM

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian government schools.
2. The primary school may pre-populate sections 1 to 4A of the attached *Application for Year 7 Placement 2022 form (the Application)* from information already held in its records.
3. The *Application* asks for personal information such as your child's given name, family name, date of birth, gender and permanent residential address which are necessary to ensure that:
 - you are provided with as much choice as possible
 - all children who require a place in a Victorian government school for Year 7 are provided with one
 - the transition process is as smooth as possible for your child.
4. If you wish your child to attend a government secondary school currently being attended by an sibling who lives at the same permanent residential address, and who will still be attending the said school in 2022, please identify the school's name, sibling's name, and 2022 year level of the sibling in the *Application*.
5. In order to assist the primary school to properly manage the Year 7 placement process, please ensure that all information provided to the school through the *Application* and other means, is accurate and current, including:
 - Contact phone numbers
 - Permanent residential address, and
 - Copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders and Child Protection Orders and/or an Informal Carer Statutory Declaration.
6. Once a Year 7 placement offer from a government secondary school has been accepted, personal and health information about your child will be sent to that school electronically through the Department's administrative system, CASES21. CASES21 is the software component of the Computerised Administrative System Environment in Schools (CASES) which is the package provided to Victorian government schools to support school administration, finance and central reporting.
7. When a Victorian government school student has been accepted at another Victorian government school, the school may request additional information to support your child's wellbeing or safety, including information about educational abilities, interests and skills. Non-electronic records containing your child's personal and health information may also be transferred at this time.
8. Transferring personal and health information to a student's next Victorian government school is in the best interests of students because it assists that next school to provide optimal education and support to each student.

9. If your child is transitioning to a non-government school for Year 7 in 2022, the receiving non-government school may request personal and health information about your child. Subject to consent, or unless such disclosure is required or authorised by law, your child's primary school will transfer this data.
10. 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.
11. If you require further information concerning transfer of your child's information, please contact the Year 6 Coordinator, Transition Coordinator or Principal at your child's primary school. For more information on the Department's Schools' Privacy Policy, please see: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>.
12. You can review the enrolment collection statement at: https://edugate.eduweb.vic.gov.au/edrms/collaboration/ISP/Intranet_linked_docs/Collection_Statement-enrolment.docx

APPLICATION FOR YEAR 7 PLACEMENT 2022

This form must be completed using **BLOCK LETTERS** by parents/carers of Year 6 students transitioning into a government secondary school for Year 7 in 2022.

If a Year 6 student is at a Prep to Year 9 or Prep to Year 12 school, and is *not* leaving the school, you do not have to complete the form.

Please return this Application to your child's primary school by Friday 14 May 2021. Your child's government primary school will advise you how you should return the form.

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

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

SECTION 1: PRIMARY SCHOOL DETAILS

| | |
|--|------------------------|
| Year 6 student's current primary school | Monbulk Primary School |
| Campus <i>(if applicable)</i> | |
| VSN | |

SECTION 2: YEAR 6 STUDENT DETAILS

| | | | |
|--|--|---|------------------|
| Family Name | | | |
| First Given Name | | Date of Birth <i>(dd-mm-yyyy)</i> | ___ / ___ / ____ |
| Second Given Name | | Gender | |
| Preferred name <i>(if applicable)</i> | | | |

| Current Permanent Residential Address | | | |
|---|---|----------|--|
| Apartment Number <i>(if applicable)</i> | | | |
| Street Number and Name | | | |
| Suburb | | Postcode | |
| Current mailing address | <input type="checkbox"/> Same as residential <input type="checkbox"/> Different <i>(complete below)</i> | | |
| Street Number and Name | | | |
| Suburb | | Postcode | |

SECTION 3: PARENT OR CARER DETAILS

| Adult A | | Adult B | |
|--|--|--|--|
| Relationship to Child <i>(Parent, Carer, Step-Parent, Grandparent, etc.)</i> | | Relationship to Child <i>(Parent, Carer, Step-Parent, Grandparent, etc.)</i> | |
| Title <i>(Ms, Mrs, Mr etc.)</i> | | Title <i>(Ms, Mrs, Mr etc.)</i> | |
| Given Name | | Given Name | |
| Family Name | | Family Name | |
| Mobile Number | | Mobile Number | |
| Phone Number <i>(h)</i> | | Phone Number <i>(h)</i> | |

| Adult A | | Adult B | |
|---|---|---|---|
| Email address | | Email address | |
| On weekdays, student lives with Adult A <i>(tick one)</i> | <input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with 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 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 <i>(tick one)</i> | <input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults <input type="checkbox"/> Neither | | |

SECTION 4: GOVERNMENT SCHOOL PLACEMENT PREFERENCES

Complete Section 4 if:

- you are seeking a Year 7 placement in a government school; OR
- you are in doubt of a Year 7 placement at a non-government (Catholic or independent) school; OR
- you have not received the outcome of your child's registration application for home schooling.

SECTION 4A: DESIGNATED NEIGHBOURHOOD SCHOOL

To locate your child's designated neighbourhood school for Year 7 in 2022, enter your permanent residential address at www.findmyschool.vic.gov.au

Your designated neighbourhood school for 2022
(include campus if applicable)

SECTION 4B: SECONDARY SCHOOL PREFERENCES

List up to three government schools in your order of preference below. You can list your designated neighbourhood school as your only preference or as your second or third preference.

You do not have to list three schools, however if your child is unable to be placed at any of your preferred schools, your child's placement will be referred to your designated neighbourhood school, as listed in Section 4A.

If you would like to request placement for your Year 6 child under a sibling claim, please also complete Section 4C.

| 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 2022.

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

| Government school name | Name of sibling | Year level in 2022 |
|------------------------|-----------------|--------------------|
| | | |
| | | |

SECTION 5: NON-GOVERNMENT SCHOOL (CATHOLIC OR INDEPENDENT) OR HOME SCHOOLING PLACEMENTS

Only complete Section 5 if you have received confirmation of a place in a non-government school OR if you have confirmed registration for your child for home schooling in 2022.

You are also encouraged to complete Section 4 if you:

- are in doubt about the status of the non-government school place; or
- you have a confirmed non-government place but would still like to be considered for a government place for Year 7 in 2022; or
- your registration for home schooling is still being assessed by the VRQA.

If you have already applied for, or believe you will be applying for, home schooling or a placement in a non-government school for 2022, please indicate the name of the school below.

| Name of Catholic or independent school | Confirmed Place |
|--|--------------------|
| | YES / NO |
| Home schooling | Details |
| Date application form sent to the VRQA | / /2021 |
| Outcome of application | APPROVED / REFUSED |

SECTION 6: SIGNATURE OF PARENTS OR CARERS

Please see full Privacy Notice located in this Application form.

- I have read this form and the attached Privacy Notice.
- I certify that all the above information is correct.
- I agree to the disclosure of my child's information for the purpose of Year 7 placement.
- (If applicable)* I have attached the most recent copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
- (If applicable)* I have attached confirmation that my child has been accepted into a non-government school in 2022.
- (If applicable)* I have attached confirmation that I have registered my child with the Victorian Registration and Qualifications Authority for home schooling in 2022.

| | | | |
|--------------------------|---------|--------------------------|---------|
| Adult A signature | | Adult B signature | |
| Date | / /2021 | Date | / /2021 |