

Year 6 to Year 7 Transition: Application for Year 7 Placement 2019

This form must be completed for all students moving (transitioning) from a government primary school at the completion of Year 6. (If a student is at a Prep to Year 9 or Prep to Year 12 school, they are not leaving the school and therefore do not have to complete the form as per the FAQ question 4).

GUIDE TO COMPLETING THE APPLICATION FORM.

Section/step	Instruction
Section 1: school details	School to complete
Section 2: student details	Parents/carers to complete
Section 3: parent or carer details	Parents or carers to complete
Section 4a: your designated neighbourhood school	Primary school to complete
Section 4b: school preferences	Parents or carers to complete
Section 4c: sibling claim	Parents or carers to complete
Section 5: non-government school placement	Parents or carers to complete
Section 6: Signature of parents or carers	Parents or carers to complete

Section 1: School Details

Student's Primary School Name	<input type="text"/>
--------------------------------------	----------------------

Section 2: Student Details

Given Names	<input type="text"/>	Date of Birth	<input type="text"/>
Family Name	<input type="text"/>	Gender	<input type="text"/>
Permanent Residential Address	<input type="text"/>		
Mailing address (if different to above)	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>

VSN		PSD ID (if applicable)	
Fee Paying International Student?	YES / NO	International Student ID	

Section 3: Parent/Carer Details

Contact 1		Contact 2	
Title		Title	
Given Name		Given Name	
Family Name		Family Name	
Phone Number		Phone Number	
Email Address		Email Address	

Section 4: Government School Placement Preferences

Complete Section 4 if you are seeking a place in a government school.

Section 4a

Your designated neighbourhood school is:	
---	--

Section 4b: School preferences

If you are seeking a place in a government school, please list up to three schools in your order of preference below. You do not have to list three schools and you can list your designated neighbourhood school as your first preference. If you would like to request placement for your child under a sibling claim, please use section 4c. Please include campus details for your preferred schools if this is relevant.

Preference	Government School Name	Office Use Only
		Date of Distribution
1		
2		
3		

Section 4c: Sibling claim

Are you seeking entry into any of the above schools under the sibling claim? A sibling claim can be made where:

- 1) the sibling resides at the same permanent residential address;
- 2) the sibling is currently enrolled at the school; and
- 3) the sibling will continue to be enrolled at the school in 2019.

If you are seeking entry under the sibling claim, please include the name of the school and the year level of the sibling in the table below.

School name	Name and year level of sibling in 2019

Section 5: Non-Government School Placement

Complete Section 5 if you have received confirmation of a place in a non-government school. If you are in doubt about the status of the non-government school place, you are encouraged to also complete Section 4. If you have already applied for, or believe you will be applying for, a placement in a non-government school for 2019, please indicate the name of the school below.

Non-Government School Name	Confirmed Place
	YES / NO

Section 6: Signature of Parents/Carers

Please see the next page for the full privacy notice.

- I have read this form and the attached Privacy Notice and understand why information is being collected and how it will be used.
- I have attached the most recent copies of court orders and/or parenting plans including all Family Law Court Orders.
- I certify that all of the above information is correct.

Contact 1 Signature		Contact 2 Signature	
Date		Date	

Year 6 to Year 7 Transition: Privacy Notice

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 of the attached *Application for Year 7 Placement 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:
 - a. you are provided with as much choice as possible
 - b. that all children who require a place in a Victorian government school for Year 7 are provided with one
 - 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 an older brother or sister who lives at the same permanent residential address, and who will still be attending the said school in 2019, please identify the school's name, sibling's name, and future 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:
 - a. Contact phone numbers
 - b. Permanent residential address
 - c. Emergency contact details
 - d. Copies of court orders and/or parenting plans including all Family Law Court Orders.
6. Once a Year 7 placement offer has been made by a government secondary 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.
7. When a Victorian government school student has been accepted at another Victorian government school, the school may request additional information about your child's educational abilities and interests and skills. The primary school may also provide to the secondary school personal and health information about each student in non-electronic formats.
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. 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

If you require further information concerning transfer of your child's information, please contact your child's primary school.