

TO PARENTS/CARERS OF CHILDREN IN GRADE 6

Dear Parent/Carer

PLACEMENT IN YEAR 7 AT SECONDARY SCHOOL FOR COMMENCEMENT 2019

As your child is now in the final year of primary school, an important decision must be made about which school your child will attend for Year 7 next year. You are now asked to indicate which secondary school you would like your child to attend in 2019 on the attached *Application for Year 7 Placement* form.

The attached *Frequently Asked Questions* (FAQs) document will help you understand the placement process and includes a list of all government secondary schools offering Year 7 placements in your area.

Due to a range of factors such as rapid population growth, some schools are required to manage their enrolments carefully. These schools follow the Department of Education and Training's (the Department's) Placement Policy that sets out the priority order of placement. For more information on the Placement Policy, please refer to the Department's website:

education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx

It should be noted that these schools may not be in a position to enrol all students who apply.

Your child is guaranteed a place at their designated neighbourhood school which is determined on the basis of your permanent residential address. Applications to schools other than your designated neighbourhood school are considered subject to the school having available spaces, as per the Priority Order of Placement under the Department's Placement Policy.

The Minister for Education has approved new Permanent Address Guidelines (the Guidelines) on parental permanent addresses. This means that there are now clear, consistent rules for all government schools on what counts as a 'permanent address' for your child to enrol in their local school (the designated neighbourhood school). Clear information means a fairer system for all students, especially for your child during their year 6 to year 7 transition. The guidelines set out the types of evidence a school can request as proof of permanent residence and the ways this evidence can be verified. The Guidelines are publically accessible at:

education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx.

Please complete the attached *Application for Year 7 Placement* form and return it to your primary school no later than **Friday 11 May 2018**. If, at any stage, any details on the *Application for Year 7 Placement* form change, you are requested to notify your primary school immediately. Please note that fee-paying international students are not required to complete this form, they should instead make a new application to the International Education Division at www.study.vic.gov.au for enrolment into a government school or apply directly to their school of choice if this is a non-government school.

Although Year 7 placements will be determined by secondary schools, all communication regarding the Year 6 to Year 7 transition process must be in writing and lodged through your primary school until the Year 7 placement is confirmed. Your primary school will send you notification of your child's Year 7 placement for 2019 on **Wednesday 8 August 2018**.

Please contact your primary school if you require further information about the application process and Year 6 to Year 7 transition arrangements, or if you require assistance completing the form.

I wish your child well in the transition to Year 7 and I trust that secondary schooling will be a richly rewarding experience.

Yours sincerely

Jeanette Nagorcka
Regional Director
North-Western Victoria Region