

PLACEMENT IN YEAR 7 AT A GOVERNMENT SECONDARY SCHOOL FOR COMMENCEMENT 2019

The following ***Frequently Asked Questions*** will help you understand the Department of Education and Training (DET) Placement Policy and the placement process implemented by government schools

Are all enrolment applications to government secondary schools accepted?

All applications for Year 7 enrolment at a government secondary school are subject to the following principles:

- each child will be provided with a place in the *designated neighbourhood school* (see FAQ below);
- parents/carers will be provided with an opportunity to enrol their child at the same school as that being attended by an older sibling who resides at the same permanent residential address and who will continue attending the school in 2019 provided the school has capacity
- parents/carers are able to send their child to any other school where space is available; and
- enrolments are contained in each secondary school within the limits of available resources as determined by the DET Regional Director.

What is a designated neighbourhood school?

The *designated neighbourhood school* is generally the secondary school within closest proximity to the student's permanent residential address, unless the DET Regional Director needs to restrict new enrolments at a school due to pressure on enrolment capacity.

The nearest school is determined on the basis of the child's permanent residence. Schools may request that parents/carers provide supporting documentation to assist in verifying a student's permanent residential address.

In some circumstances, where there is a need to restrict enrolments at a school, the DET Regional Director may have defined a different enrolment boundary for the school by establishing a designated neighbourhood zone. Where a zone is in place, a child's designated neighbourhood school may not be their nearest school.

For more information, please see

<http://www.education.vic.gov.au/school/parents/secondary/Pages/boundary.aspx>

All requests from parents/carers living outside the designated neighbourhood boundary/zone will be considered by the Principal at each government secondary school.

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order as outlined in the DET Placement Policy:

Where there are insufficient places at a school for all students who seek entry, students are enrolled in the following priority order:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who are attending the school at the same time.
3. Where the regional director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.
6. In exceptional circumstances, compassionate grounds.

The DET website contains comprehensive information on the transition from Year 6 to Year 7.

For more information for parents, please see

<http://www.education.vic.gov.au/school/parents/secondary/Pages/starting.aspx>

What is the process for a parent/carer lodging an appeal against an enrolment placement decision?

An appeal to the preferred secondary school against an enrolment placement decision can be made on the grounds that the priority order of placement has not been applied or, in exceptional circumstances, on compassionate grounds.

Any appeal by parents/carers regarding a decision not to provide a Year 7 placement must be lodged with the preferred secondary school by **Friday 17 August 2018**. It will be considered by the Principal and parents/carers will be notified of the outcome by **Friday 31 August 2018**.

If your appeal to the Principal of your preferred secondary school is unsuccessful and you believe that your grounds have not been adequately considered, you may lodge a further appeal in writing to the appropriate DET Regional Director by **Friday 7 September 2018**.

Year 7 placement appeals are considered by a panel of senior regional staff that assess the appeal against the priority order of placement. This panel provides advice and a recommendation to the Regional Director who makes the final decision. This concludes the appeal process.

Your regional office will provide contact details and a process for lodging an appeal to the Regional Director. Your regional office can be contacted on 1300 333 231