

# Enrolment Management Updates 2024

Information for schools – Foundation (Prep) and Year 6-7 Transition



# Acknowledgement of Country

South-Eastern Victoria region acknowledges Aboriginal and Torres Strait Island people as Australia's First People and custodians of the land and water on which our early childhood services, schools, and regional offices are located. We acknowledge the Ancestors, Elders and families of the First People for they hold the memories, traditions and hopes of Aboriginal and Torres Strait Islander peoples across Australia. We recognise their continuing responsibilities to care for country at these sites of learning, work, play and living.





# School Update: 4 April



## School zones and enrolment information for 2024

Access school zones, implement the new Enrolment policy guidance and forms, and update information on your website by 28 April 2023.

[School zones and enrolment information for 2024 \(sharepoint.com\)](#)



## Foundation enrolment information packs

Access and share information to help your school with Foundation enrolments for 2024.

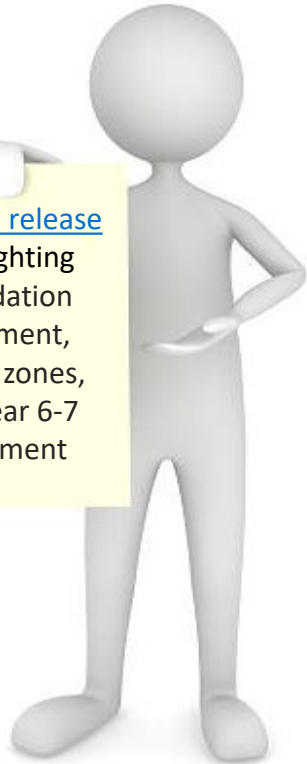
[Foundation enrolment information packs \(sharepoint.com\)](#)



## Grade 6 to Year 7 placement information for 2023–24

Access information packs and share them with families in the first week of Term 2, 2023, to help 2023 Grade 6 students transition to Year 7 in 2024.

[Grade 6 to Year 7 placement information for 2023–24 \(sharepoint.com\)](#)



A [media release](#) highlighting Foundation enrolment, school zones, and Year 6-7 placement

# Enrolment Management Update 2024

Resources available for schools and parents and carers

## Support for schools

As part of the annual process to support schools to manage enrolments, the following has been updated for 2024 enrolments:

- **School zones**
- **Placement Policy**
- **Year 6 to 7 placement information packs**

New information is also available this year to support 2024 enrolments:

- **Foundation (Prep) enrolment information packs**
- **New application form and revised enrolment form**

The release of these resources was communicated to schools via the **April 4 School Update**.

## Support for parents and carers

In addition to the information packs for Foundation enrolment and Year 6 to 7 placement, parents and carers will be supported by:

- A factsheet on the Foundation enrolment timeline in English, Simplified Chinese, Arabic, Dari and Vietnamese (available now on the new [Enrolling in Foundation \(Prep\)](#) webpage)
- A factsheet on the Year 6 to 7 placement process in the same languages
- The [Find my School](#) website
- Updated webpages (available at [Starting school](#))
- Enrolment and school zone FAQs (available at [School zones](#))



# Summary: changes to enrolment policies and processes

## Placement Policy



### **New policy in effect from the beginning of Term 2, 2023**

- The priority order of placement has been simplified
- Students can no longer be prioritised for enrolment based on curriculum grounds

## Standardised forms to support enrolment



### **New application form and revised enrolment form for school use from beginning of Term 2, 2023**

- The enrolment form has been updated to improve usability, reflect current department policies, and be inclusive of diverse families
- A standardised application form is now available for schools to seek expressions of interest from new students. The purpose of the form is to provide a consistent, state-wide resource that schools can use to prioritise applications under the Placement Policy before making offers of enrolment

## Foundation enrolment timeline



### **New Foundation timeline for 2024 enrolments**

- A new statewide timeline has been released for 2024 Foundation (Prep) enrolments
- The timeline assists schools to manage new enrolments and provide clear guidance to parents/carers

# Updates to Placement Policy

Placement Policy has been updated to provide greater clarity for schools and parents/carers and support consistent and fair decision-making. The changes will come into effect from the beginning of Term 2, 2023 and will **apply to all mid-year transfers and 2024 enrolments**. Changes to the Placement Policy's priority order of placement include:

- **Elevating and reframing priority 1 ('students who reside in zone') as guaranteed entry**
- **Removing priority 3 ('Regional Director restrictions')**
- **Removing priority 4 ('curriculum grounds')**

## Previous

1. students for whom the school is the designated neighbourhood school
2. students with a sibling at the same permanent address attending 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

## Updated (in effect from Term 2, 2023)

### Guaranteed entry:

Students for whom the school is the designated neighbourhood school

### Priority order (subject to sufficient accommodation):

1. students with a sibling at the same permanent address attending school at the same time
2. all other students in order of closeness from their home to the school



There have **been no changes made to compassionate grounds** in the policy, which states that in exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

# Placement Policy overview



## Student lives in school zone

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity.

- Accordingly, all students that reside within the area of a designated neighbourhood school (referred to as a 'school zone') must be offered a place when seeking enrolment.

## Student lives outside of school zone

All students who seek enrolment in a school outside of their designated neighbourhood school **should be enrolled in that school** if:

- there is sufficient accommodation at the school
- the request for enrolment aligns with the school's Enrolment Management Plan (if they have one).

[Enrolment: Placement Policy | education.vic.gov.au](https://www.education.vic.gov.au/enrolment/placement-policy)

The Placement Policy applies to the placement of students at all year levels, from Foundation (Prep) to Year 12.

Single-sex government schools are required to follow the Placement Policy, noting only students of the requisite gender are eligible to apply.

Specialist schools are subject to different placement requirements than those described in the Placement Policy. For more information, refer to: [Enrolment in specialist schools](#).

## Updated PAL advice

### Placement Policy

Please note: The Placement Policy, in particular the priority order of placement, has changed since the beginning of the 2023 school year.

All enrolment decisions made from the start of Term 2, 2023 should be made in accordance with the current Placement Policy as outlined on this page.

# Priority Order of Placement unpacked

## Student lives outside of school zone

In circumstances where schools **do not have sufficient accommodation to accept all students** who apply from outside their school zone, they must manage enrolment applications in accordance with the following priority order of placement:

1. students with a **sibling at the same permanent address** who are attending the school at the same time\*\*
2. all other students in order of **closeness of their home** to the school.

In exceptional circumstances, a student may be enrolled in a school based on **compassionate grounds**. This is an overarching consideration and does not form part of the priority order of placement.

## Families must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child or children:

Examples of exceptional circumstances may include - family violence, wellbeing and safety concerns, physical and/or mental health concerns. Each application will be dealt with on a case-by-case basis.

- Under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. **Grounds for exceptional circumstances do not include concerns related to a student's disability where those concerns can be addressed by making reasonable adjustments.**
- For examples of reasonable adjustments and further guidance, refer to: [Making reasonable adjustments](#)

\*\* see PAL for detailed advice on complex living arrangements involving siblings



# Measuring closeness to school

- In metropolitan areas, Ballarat, Bendigo and Geelong, closeness to school is the distance measured in a straight line from the child's permanent residential address to the school.
- In any other area of Victoria, closeness to school is the distance measured by the shortest practical route by road.
- Distances from an address to the 5 nearest schools (as measured in a straight line) are available on the [Find my School website](#). The website can be used when considering order of closeness to school, particularly for metropolitan areas, Ballarat, Bendigo and Geelong.
- In other areas, schools should consider travel distance between the applicant's address and the school when considering order of closeness.

The screenshot displays the 'Find my School' website interface. On the left, there are search filters: 'Find my School' title, an address input field with the placeholder 'Enter your address to get started:', an 'Enrolment year' dropdown set to '2024', and 'School type' buttons for 'Primary', 'Secondary', and 'Special'. Below these are buttons for '7', '8', '9', '10', and '11', and checkboxes for 'Junior Secondary Only', 'Senior Secondary Only', and 'Single Sex'. An 'Export' button is at the bottom of the filter panel.

The main content area shows a map of Dandenong High School. A blue shaded area on the map represents the school's catchment zone. A location pin is placed on the map at '10-102 Thomas Street, Dandenong 3175'. To the right of the map, a list of '5 nearest Secondary schools' is provided:

School Name	Distance (km)	Years
Dandenong High School	1.07	7 to 12
Kaysborough Secondary College	2.66	7 to 12
Noble Park Secondary College	3.34	7 to 12
Lyndale Secondary College	3.36	7 to 12
Hallam Secondary	4.46	

# New forms to support enrolment

A revised Enrolment Form and a NEW APPLICATION form were released at the end of Term 1, 2023



## New Application Form

A new state-wide application form was released to support schools to seek expressions of interest from new students, prior to completing the enrolment form.

- The application form only captures the information necessary for schools to make an enrolment offer in line with the Placement Policy.
- The application form can be used for new enrolments and for transfer requests (**excluding 6 to 7 placement**).
- The application form complements the new state-wide Foundation enrolment timeline.

**Use of the application form is optional but recommended – particularly where schools already have an EOI process.**

The image shows two overlapping forms. The top form is titled 'Application to Enrol in a Victorian Government School' and the bottom form is titled 'Form to Enrol in a Government School'. Both forms have a 'STUDENT DETAILS' section with fields for Name, Date of Birth, Sex, and Religion. They also have a 'SCHOOL DETAILS' section with fields for School Name, Address, and Phone Number. The forms are white with orange and blue accents.



## Revised Enrolment Form

The enrolment form has been updated to improve usability, reflect current department policies and be inclusive of diverse families.

Key updates include:

- **Supporting diverse family structures** within the one form
- **Capturing student's additional learning and support needs**
- **Removing unnecessary questions**, e.g., Medicare card details
- **Amending outdated references**, such as 'silent number' and 'alternative family'

**Schools must start using the revised enrolment form from Term 2, 2023 to ensure they comply with privacy law and department policy.**

- Changes are being made to CASES21 for mid-2023 to support the updated enrolment form.

**Schools are to hold off on entering data into CASES21 until July 2023.**

- Resources will be provided to help schools input information from the revised enrolment form into CASES21.

# Why have updates been made to the forms?

## A new application form has been introduced to:

- ✓ Support the new Foundation enrolment timeline
- ✓ Encourage families to **only complete one enrolment form**, i.e., for the school they plan on attending
- ✓ Ensure schools are only collecting detailed personal information from students where required
- ✓ Provide a clear, consistent two-stage approach to enrolment that will help to reduce the admin burden on schools and families

## Updates have been made to the enrolment form to:

- ✓ Improve usability and reduce admin for schools and parents/carers, including offering a fillable PDF form
- ✓ Focus the collection of personal information to capture only the information that schools need
- ✓ Align first aid and medical emergency guidance with department policy
- ✓ Provide schools with information about additional learning and support needs
- ✓ Support diverse family structures and living arrangements within the one form

# Determining permanent residence

## Confirming a student's address

- A student's permanent residence is the address at which they permanently reside at the time of seeking enrolment.
- If a student resides at multiple addresses, their 'permanent residence' is the address at which they spend the majority of their weekdays.
- When assessing enrolment applications, schools may request that parents/carers provide supporting documentation to assist them in verifying a student's permanent residence. Schools may ask parents/carers to complete a [100-point Residential Address Check](#)
- To satisfy privacy law requirements, schools should ensure parents/carers are aware of the types of enquiries the school may make to verify information, such as checking the AEC roll. What is considered a reasonable enquiry is outlined in the policy.

### Important points

- **The 100-point Residential Address Check is intended as guidance only.** If a school is satisfied with less or different information, it is within the school's discretion to enrol the student. Schools should ensure they do not unfairly disadvantage students who are unable to provide proof of permanent address because of their individual circumstances (e.g. homelessness, family violence or recently arrived immigrants or refugees). In these cases, school staff should seek advice from their regional office before rejecting an enrolment application.
- If parents/carers are unable to provide documents that add up to 100 points, **schools may ask them to complete a Statutory Declaration** confirming they are living at the address and that the arrangement is genuine and intended to be permanent.

**THE EDUCATION STATE** **VICTORIA** State Government Department of Education

### Residential address check

**For the enrolment of students in Victorian government schools**

When seeking to enrol your child in a Victorian government school, you may be requested to provide supporting documentation. This documentation will assist schools in verifying your permanent residence.

**Key enrolment information**

Your child is guaranteed a place at their designated neighbourhood school. You can find your designated neighbourhood school and school zone at [Findmyschool.vic.gov.au](http://Findmyschool.vic.gov.au)

You can apply for a place at a school that is not your designated neighbourhood school and should be enrolled if the school has enough space.

**Establishing a child's permanent residence**


Your child's permanent residence is the address at which they permanently reside at the time of enrolment. If your child resides at multiple addresses, their permanent residence is the address at which they spend the majority of their weekdays.

Documents provided as per the 100-point residential address table should match the details recorded on the school enrolment application, including parent's/carer's name and address.

**Why does the school need to verify my address for enrolment?**

Some schools in Victoria are facing enrolment pressure. To ensure every child can attend their local school, schools may request proof of address to verify that you live within their school zone.

This helps to keep our education system fair and equitable and ensures that children who live within the school zone are being prioritised for enrolment.



**100-point residential address check**

You may be asked to provide documents to verify your child's permanent residence. Any combination of the following documents is acceptable, as long as they add up to at least 100 points.

Document showing the full name of the child's parent/carer and address	Points
<b>1. One of the following</b>	40
1.1 Council rates notice <b>OR</b>	
1.2 Lease agreement through a registered real estate agent or rental board bond receipt <b>OR</b>	
1.3 Exchanged contract of sale	
<b>2. Any of the following</b>	20
2.1 Centlink payment statement showing home address	
2.2 Electoral roll statement	
<b>2. Any of the following documents</b>	15
3.1. Electricity or gas bill showing the service address*	
3.2. Water bill showing the service address*	
3.3. Telephone or internet bill showing the service address*	
3.4. Driver's licence or government issued ID showing current home address	
3.5. Home building or home contents insurance showing the service address	
3.6. Motor vehicle registration or compulsory third-party insurance policy showing home address	

\*up to three months old



# Enrolment Appeals

## Stage 1 - appeal to school

- Appeals are considered by the school's placement or enrolment committee and/or principal, then the school's decision is communicated to the parent/carer in writing.
- In assessing the appeal, the school will check to ensure compliance with the priority order of placement, and the processes for verifying permanent address, as appropriate.

### Stage 1 – Foundation appeal to preferred school

Written appeals to the preferred <b>primary</b> school due	Friday 25 August 2023
<b>Primary</b> schools notify parents of their appeal outcome by	Friday 15 September 2023

### Stage 2 – Foundation appeal to Regional Director

Written appeals to the Regional Director for <b>Foundation</b> close	Friday 20 October 2023
Region notifies parents of their appeal outcome for <b>Foundation(Prep)</b>	Friday 17 November 2023



#### IMPORTANT NOTE

When lodging an appeal to the Regional Director, parents and carers are advised to forward:

- a **copy of their appeal** to their preferred school, together with supporting evidence and
- a **copy of the school's non-placement response**, in writing.

### Stage 1 – YEAR 7 appeal to preferred school

Written appeals to the preferred <b>secondary</b> school due	Friday 28 July 2023
<b>Secondary</b> schools notify parents of their appeal outcome by	Tuesday 8 August 2023

### Stage 2 – YEAR 7 appeal to Regional Director

Written appeals for <b>Year 7</b> to the Regional Director close	Tuesday 22 August 2023
Region notifies parents of their appeal outcome for <b>Year 7</b>	Friday 20 October 2023

## Stage 2 – appeal to region

- Where an appeal to the school has been unsuccessful and parents/carers are not satisfied that the school has correctly applied the Placement Policy or adequately considered their circumstances, they may escalate their appeal, in writing, to the relevant Regional Director - **by the published closing date.**

# Foundation (Prep) enrolment timeline

The new statewide Foundation (Prep) enrolment timeline provides government primary schools with clear timeframes for enrolling students who will commence Foundation in the 2024 school year.

**The new timeline aims to support schools, families and the early childhood sector:**



Schools

- ✓ Plan and manage Foundation enrolments in accordance with the Placement Policy
- ✓ Improve access to timely enrolment information and support workforce planning
- ✓ Use standardised templates to support the enrolment process, consistent with Year 6 to 7 placement



Families

- ✓ Standardised processes and key dates for Foundation enrolment and appeals, making the processes easier, clearer and fairer for families



Early Childhood  
Sector

- ✓ Share information about the Foundation enrolment timeline with their staff and families through their own communication channels

The **timeline is an initial step** to improve support for schools and families navigating the Foundation enrolment process. It provides opportunities to streamline the process in future years.

# Foundation (Prep) Enrolment Information Packs

## Pack for Schools:

### Includes:

- Foundation (Prep) enrolment timeline
- Guidance and information
- Key Contacts
- Useful links
- Appendix 1: FAQs
- Appendix 2: Templates
  - Template email sending enrolment application to prospective families – *optional*
  - Template newsletter article – *optional*
  - Template letters to notify families of the outcome of their enrolment application – *required*
  - Template letters to notify families of outcome of appeals – *required as necessary*
  - Appeals form – *required as necessary*



[PAL Foundation \(Prep\) enrolment-information-pack-schools](#) login required

[Foundation \(Prep\) enrolment information pack - parents carers \(education.vic.gov.au\)](https://education.vic.gov.au)

## Pack for Parents/Carers:

### Includes:

- Message from the Department of Education
- Foundation (Prep) enrolment timeline
- FAQs
- Useful links

# Foundation (Prep) Enrolment Information Pack

## Pack for the Early Childhood Sector:

An enrolment Information Pack for the Early Childhood sector was released in the **April 5 Early Childhood Update**

### Early Childhood Sector Information Pack Includes:

- poster
- template newsletter article
- social media tile and post
- parent/carer information pack for distribution

Early Childhood services are invited to share information with parents and carers to help families of children starting Foundation (Prep) in 2024 know when and how to enrol in a government primary school.

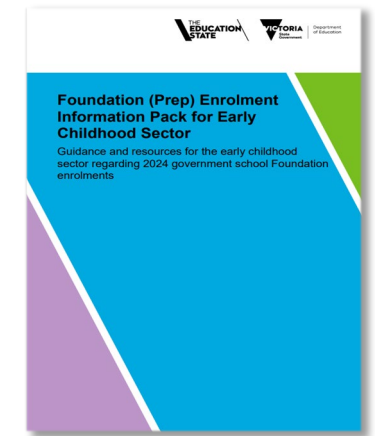
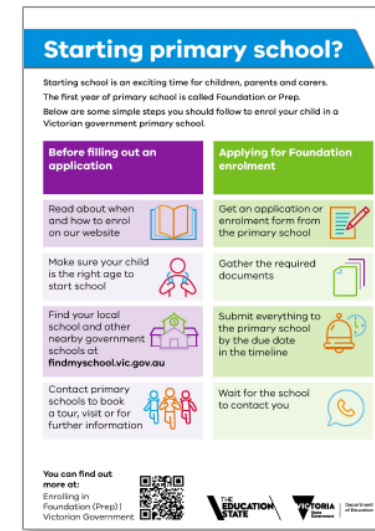
Parent/carers can be directed to their local school and the Victorian Government's [Starting School](#) or [Enrolling in Foundation \(Prep\)](#) pages for more information.

## Need to know



### Enrolments for Foundation (Prep) 2024 open in Term 2, 2023

Access and share primary school enrolment information with families.



[Foundation \(Prep\) enrolment information pack - ECE \(education.vic.gov.au\)](#)



# Foundation (Prep) Where can schools find more information?

## PAL – Enrolment Policy Guidance:

- Placement Policy
- Determining permanent residence
- Application and enrolment forms
- Processing enrolment forms and supporting documentation
- Foundation (Prep) enrolment

## PAL – Enrolment Policy Resources:

- Foundation enrolment information pack for schools
- Application form
- Enrolment form
- Fact Sheet on changes to the enrolment form
- Sample wording for school websites - 2024 Foundation (Prep) enrolment
- Template emails to parents/carers

**THE EDUCATION STATE** **VICTORIA** Department of Education

### Template website content for schools: 2024 Foundation (Prep) enrolment

Please include the below template content (using either option 1 or option 2) about the school's Foundation (Prep) enrolment timeline on your school's website. You may include further information as needed for your school community.

**Our school zone**

Our school zone is available on [findmyschool.vic.gov.au](https://findmyschool.vic.gov.au) which hosts the most up-to-date information on school zones in Victoria.

Students residing within our school zone are guaranteed a place at our school, which is determined based on your permanent residential address.

Our school manages enrolments using the Placement Policy to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit [School zones](https://findmyschool.vic.gov.au) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on 1800 896 950
- email the VSBA at [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

**Option 1:**

**Foundation (Prep) enrolments**

The Department of Education has a [school's](#) Foundation (Prep) enrolment timeline. The timeline advises families when and how to enrol their child into Foundation (Prep) at a Victorian government primary school, including [insert name of your school](#).

You can find information and resources about the enrolment timeline at: [Enrolling in Foundation \(Prep\)](#).

**Option 2 (requires annual updates):**

**2024 Foundation (Prep) enrolments**

The Department of Education has released a new [school's](#) Foundation (Prep) enrolment timeline. The timeline advises families when and how to enrol their child into Foundation (Prep) at a Victorian government primary school, including [insert name of your school](#).

The new timeline will apply for children starting Foundation (Prep) in 2024. All government primary schools will follow the new timeline in 2023 to support Foundation (Prep) enrolments for the 2024 school year.

You can find information and resources about the new timeline, including factsheets and the [Foundation \(Prep\) Enrolment Information Pack for Parents/Carers](#), at: [Enrolling in Foundation \(Prep\)](#).

able to apply to enrol your child in Foundation (Prep) 2024 at [insert your school's](#) [insert date](#) [insert date](#).

**need to do:**

1. Contact our school [insert school contact information](#) to book a school tour or to learn more about our school and the enrolment application process.
2. Download the Foundation (Prep) enrolment information pack from [Enrolling in Foundation \(Prep\)](#).
3. Submit an enrolment application for Foundation (Prep) by **Friday 25 July 2023**.
4. You will be notified of the outcome of your application by **Friday 11 August 2023**. If you receive an enrolment offer, you should contact our school to accept the offer by **Friday 25 August 2023**.
5. Take part in enrolment information and transition sessions during Term 4, 2023.
6. Your child will start Foundation (Prep) from **Tuesday 10 January 2024**.

Enrolment applications submitted after 28 July 2023 will be processed by our school as they are received, in accordance with the department's Placement Policy.

# Foundation (Prep) where can parents find more information?

## Fact Sheets For Parents

Includes timeline, high level FAQs and references to relevant policies, available in English, Arabic, Chinese (simplified), Dari, Vietnamese

## Useful Weblinks

[Enrolling in Foundation \(Prep\)](#)

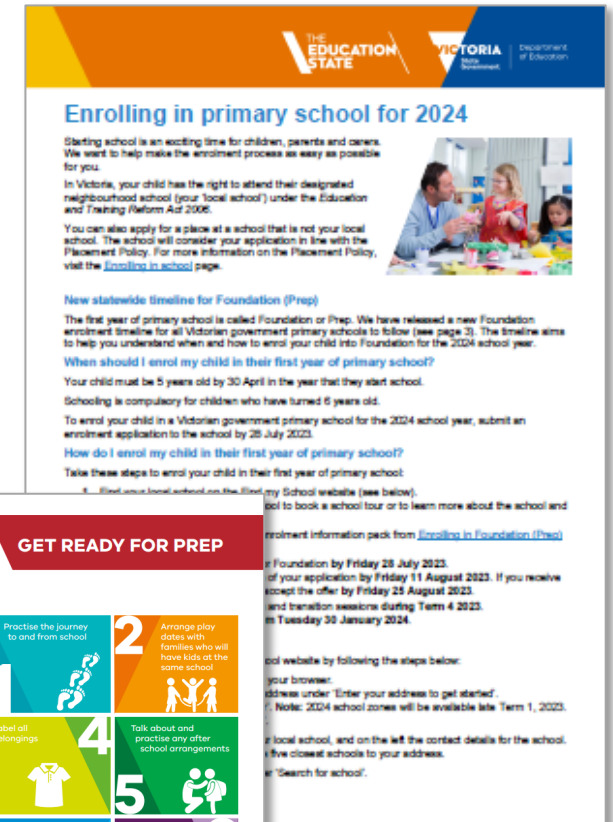
[Enrolling in school | Victorian Government \(www.vic.gov.au\)](#)

[Tips for starting school \(www.vic.gov.au\)](#)

[Disability and inclusive education | Victorian Government \(www.vic.gov.au\)](#)

[School zones | Victorian Government \(www.vic.gov.au\)](#)

<https://www.findmyschool.vic.gov.au/>



# Foundation (Prep) timeline



Schools can receive enrolment applications from parents/carers from the start of Term 2, 2023, aligned with

- the release of **2024 zones** on the department's [Find my School website](#)
- the publication of the **NEW Foundation enrolment information packs**.

## 2023 Key Dates

- By **Friday, 28 July** - enrolment applications from parents and carers to be submitted
- By **Friday, 11 August** - schools notify parents and carers of the outcome of enrolment applications
- By **Friday 25 August** - parents and carers who received a letter of offer return their completed enrolment form, indicating acceptance of their child's place
- By **Friday, 25 August** - written appeal from parents and carers to be lodged with their preferred school
- By **Friday 15 September** - schools notify parents/carers in writing the outcome of appeals
  
- By Friday **20 October** - parents/carers submit Foundation appeal to the Regional Director
- By Friday **17 November** - region notifies parents/carers in writing of the outcome of their appeal

# Year 6 to Year 7 Enrolment Information Packs

## Pack for Schools:

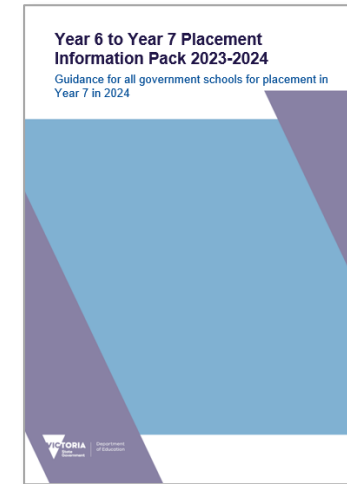
### Includes:

- State-wide placement timeline & procedures
- Frequently Asked Questions
- Summary of Placement Requests – for primary schools
- Summary of Placement Confirmation – for secondary schools
- Summary of Non-Placement Confirmation – for secondary schools
- Draft letter for primary schools to notify parents/carers of placement
- Year 7 Acceptance Slip – for parents
- Summary of Year 7 Acceptances – for primary schools
- **Year 7 Placement Appeal Form & Privacy Notice**
- Year 6 to Year 7 Placement Appeals FAQs

## Pack for Parents/Carers:

### Includes:

- Message from the Department of Education and timeline
- Application for Year 7 form
- Privacy Notice
- Frequently Asked Questions



**For parents/carers  
of children in  
government  
schools**



**For parents/carers  
of children in non-  
government  
schools**



# Enrolling in Year 7 for 2024

## Fact Sheet for Parents

Refer parents to the online Fact Sheets which provide

- a detailed timeline
- high level FAQs
- references to relevant policies


**English** [Factsheet-Year 6-7-Placement-Process-2024-English.pdf](#)

**Vietnamese** [Ghi danh vào Lớp 7 cho năm 2024](#)

**Simplified Chinese** [2024年入读7年级](#)

**Arabic** [التسجيل في السنة الدراسية السابعة لعام 2024](#)

**Dari** [ثبت نام در صنف هفتم برای سال 2024](#)



**The EDUCATION STATE** VICTORIA Department of Education

### Enrolling in Year 7 for 2024

Enrolling your child in Year 7 is an important part of their education journey. We want to help make the transition process as easy as possible for you.

In Victoria, your child has the right to attend their designated neighbourhood school (your 'local school') under the Education and Training Reform Act 2006. You can also apply for a place at a school that is not your local school. The school will consider your application in line with the Placement Policy.

**How do I apply for my child to go to a secondary school?**

Your child's school will give you a copy of the Application for Year 7 Placement 2024 form that you will need to complete and return by Friday 12 May 2023. You can also find the form on our website at [vic.gov.au/home/primary-secondary-school-information-parents-and-careers](#) along with a detailed information pack on the Year 7 placement process.

**How do I find my local school and other schools in my area?**

Find your local school and other schools in your area on the Find my School website by following the steps below:

1. Enter [findmyschool.vic.gov.au](#) into your browser.
2. Enter your permanent residential address under 'Enter your address to get started'.
3. Select 2024 under 'Enrolment year'.
4. For Year 7 placement, select 'Secondary' and '7' under 'School type'.

The map will then show your address, your local school, and on the left the contact details for the school. If you scroll down, it will also show you the five closest schools to your address.

To start a new search, enter a new address or you can also search by school name under 'Search for school'.

**Can my child apply to a government secondary school that is not our local school?**

Yes, you can apply to schools other than your local school. The school will consider your application in line with the Department's Placement Policy and available space. You can find information on how applications are prioritised on the [Enrolling in school](#) page.

**How are students who do not live in the school zone prioritised for enrolment?**

Where there are limited places available, schools consider enrolment applications using the Placement Policy's priority order of placement. You can find the priority order of placement on the [Enrolling in school](#) page.

**Can my child go to the same school as their sibling if it is not our local school?**

Yes, your child will be prioritised for enrolment if they live at the same permanent address and will be attending the school at the same time. This is subject to available space.

# Year 6 to Year 7 Transition - updating the school website



[Enrolment: Designated neighbourhood schools – school zones | education.vic.gov.au](http://education.vic.gov.au)

## Important action

- Schools are required to update website information by **28 April**

## Sample wording for school websites

Schools must include links to *Find my School* and the *Placement Policy* on their school website. Sample wording for the website is:

Our school zone is available on [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au) which hosts the most up-to-date information on school zones in Victoria. Students residing within our school zone are guaranteed a place at our school, which is determined based on your permanent residential address.

Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit [School zones](#) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on [1800 896 950](tel:1800896950)
- email the VSBA at [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

## Year 6 to Year 7 transition

[Placement Policy | education.vic.gov.au](https://www.education.vic.gov.au)

Schools must not undertake entrance or aptitude testing or interviews with prospective students prior to the release of Year 7 placement offers on 18 August 2023.

**Entrance or aptitude testing must only be undertaken by students who have accepted a Year 7 placement for 2024.**

Parents/carers must not be asked to submit additional information to support an application eg. academic, artistic, sporting, school reports, NAPLAN results or letters of recommendation.

## Student tests and interviews

**A placement offer must not be dependent on a satisfactory report, test or interview.**

**Student tests or interviews may only occur after a placement offer has been accepted.** This covers all forms of testing, including examinations for school specific scholarships, academic programs, leadership programs, sporting trials, music or performing arts auditions, and other try-outs or performance assessments. Schools must also not hold formal or informal interviews for prospective students and their families. **Schools must not reserve places or prioritise placement for students on the basis of anticipated test results.**

For secondary schools, this means that tests or interviews cannot occur prior to the state-wide release of Year 7 placement offers and families confirming their acceptance in August each year. Schools must not promote tests or interviews before placement offers have been accepted (refer to the state-wide timeline in the Placement Information Pack).

# Year 6 to Year 7 transition timeline



Primary schools distribute Year 6 to Year 7 Placement Information Packs to parents/carers from the start of Term 2, 2023, aligned with the release of **2024 zones** on the department's [Find my School website](#)

## 2023 Key Dates

- By **Friday, 12 May** – parents/carers return their *Application for Year 7 for 2024* form to their primary school
- On **Wednesday, 19 July** – primary schools notify parents/carers of their child's Year 7 placement offer for 2024
- By **Friday, 28 July** – closing date for non-placement appeals from parents/carers to be lodged with their preferred secondary school (using the template provided)
- By **Tuesday 8 August** – secondary schools notify parents/carers in writing the outcome of their non-placement appeal
- By **Wednesday 9 August** – parents/carers return their Year 7 Placement Acceptance Slip to their child's primary school
- By **Tuesday 22 August** – closing date for parents/carers to lodge a copy of their non-placement appeal to the Regional Director, if unsuccessful with the initial appeal to their preferred school (include copy of the school's response)
- On **Friday 20 October** – region notifies parents/carers of the outcome of non-placement appeals to the Regional Director



# Year 6 to Year 7 transition - where can schools find more information?

## PAL – Enrolment Policy Guidance:

- Placement Policy
- Determining permanent residence
- Application and enrolment forms
- Processing enrolment forms and supporting documentation
- Year 6 to 7 placement

## PAL – Enrolment Policy Resources:

- Year 6-7 placement pack for schools
- Application form
- Enrolment form
- Fact Sheet on changes to the enrolment form
- Sample wording for school websites and template emails to parents/carers

## PAL – Transition – Year 6 to 7:

- Preparing and planning for transition
- Transition and orientation activities
- Student data transfer
- Vulnerable students

**Application for Year 7 Placement 2024**

Section/step	Responsible party
Section 1	Government primary school to complete
Sections 2 – 6	Parents/carers to complete

Your child's primary school may complete 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 completed is incorrect.

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 2024.

Please return this Application to your child's primary school by Friday 12 May 2023. For more information on how enrolments are prioritised, visit [Enrolling in school | Victorian Government](#) ([www.vic.gov.au](#))

**Section 1: Primary School details**

Year 6 Student's Current Primary School			
VSN			
Fee Paying International Student*	YES / NO	International Student ID	

\*Fee Paying International Students should make a new application via the Online Application Process at [www.vic.gov.au/online-application-process](#)

**Section 2: Year 6 student details**

Family Name			
First Given Name			
Second Given Name			
Preferred name (if applicable)			
Current Permanent Resident			
Apartment number (if applicable)			
Street Number and Name			
Suburb			

**Appeal Form**

Section 1: Student current school details

Student's Current School (N/A if not enrolled at a school)			
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Section 2: Student Details

Family Name			
First Given Name	Date of Birth (dd-mm-yyyy)	___ / ___ / ____	
Second Given Name	Gender		
Name used by student (if applicable)			
Current Permanent Residential Address			
Apartment/Unit Number (if applicable)			
Street Number and Name			
Suburb	Postcode		
Current Mailing Address <input type="checkbox"/> Same as residential <input type="checkbox"/> Different (complete below)			
Street Number and Name			
Suburb	Postcode		

# Where can parents find more information?

## Fact Sheets For Parents

Includes timeline, high level FAQs and references to relevant policies, available in English, Arabic, Chinese (simplified), Dari, Vietnamese

## Useful Weblinks

[Moving from primary to secondary school](#)

[Enrolling in school | Victorian Government \(www.vic.gov.au\)](#)

[Tips for starting secondary school | Victorian Government \(www.vic.gov.au\)](#)

[Disability and inclusive education | Victorian Government \(www.vic.gov.au\)](#)

[School zones | Victorian Government \(www.vic.gov.au\)](#)

<https://www.findmyschool.vic.gov.au/>



## Moving from primary to secondary school

Information for parents and carers on how to enrol and support their child moving from primary to secondary school.



# What do schools need to do?

- 1 Update current **enrolment form** to department's revised form
- 2 If applicable, update existing EOI/enquiry form to department's **application form**
- 3 Ensure information on your **school website** is accurate and up to date, including information on:
  - School zones
  - Enrolment process
  - Foundation timeline (as applicable)
- 4 Manage enrolment applications using the updated **Placement Policy**, in accordance with the **Foundation enrolment timeline and Year 6 to Year 7 transition timeline** (as applicable)
- 5 Wait to input 2024 enrolment information into **CASES21** until after the system is updated in July 2023 (please continue to input enrolment information for late 2023 enrolments/transfers)

**Please note: Schools with entry criteria approved by the Minister (e.g. Specialist Schools) can continue applying the processes outlined in their school-specific Enrolment Policy. All other schools are subject to the Department of Education's Enrolment Policy and must complete these actions.**

# Contacts for advice and support

	Name	Position	Contact Details
SEV Region	Janne Dempster Matthew Cumming	Manager, Youth Pathways and Transitions Senior Regional Pathways Officer	<a href="mailto:janne.dempster@education.vic.gov.au">janne.dempster@education.vic.gov.au</a> <a href="mailto:matthew.cumming@education.vic.gov.au">matthew.cumming@education.vic.gov.au</a>
SMA/BPA IGA/OGA	Julia Dutulescu Margaret Bransgrove	Senior Transition Officers	<a href="mailto:pathways.transitions.sev@education.vic.gov.au">pathways.transitions.sev@education.vic.gov.au</a>
BPA SMA IGA OGA	Al Curtain Michael Benfari Emma Johansson Chetin Dervish	Community Liaison Officers	<a href="mailto:alan.curtain@education.vic.gov.au">alan.curtain@education.vic.gov.au</a> <a href="mailto:michael.benfari@education.vic.gov.au">michael.benfari@education.vic.gov.au</a> <a href="mailto:emma.johansson@education.vic.gov.au">emma.johansson@education.vic.gov.au</a> <a href="mailto:chetin.dervish@education.vic.gov.au">chetin.dervish@education.vic.gov.au</a>
BPA SMA IGA OGA	Eranga Somaratna Nicole O'Connor Robert Jellis Cameron Felton	Provision and Planning Officers	<a href="mailto:eranga.somaratna@education.vic.gov.au">eranga.somaratna@education.vic.gov.au</a> <a href="mailto:nicole.oconnor@education.vic.gov.au">nicole.oconnor@education.vic.gov.au</a> <a href="mailto:robert.jellis@education.vic.gov.au">robert.jellis@education.vic.gov.au</a> <a href="mailto:cameron.felton@education.vic.gov.au">cameron.felton@education.vic.gov.au</a>

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## Appendix: tips for using the templates provided

### Templates to advise of placement offer in the *Foundation (Prep) Enrolment Information Pack for Schools*

Template	Description
<b>Letter confirming enrolment</b>	<ul style="list-style-type: none"><li>This letter should be used to notify parents/carers who submitted an enrolment form of their confirmed enrolment.</li></ul>
<b>Letter of offer</b>	<ul style="list-style-type: none"><li>This letter should be used to advise all parents/carers who submitted an application form that their enrolment application is successful.</li><li>The enrolment form should be included with this letter.</li></ul>
<b>Unsuccessful application letter</b>	<ul style="list-style-type: none"><li>This letter should be used to notify parents/carers who submitted an application form that their enrolment application is unsuccessful.</li><li>The Appeal Form should be included with this letter.</li></ul>

### Templates relating to appeals process in the *Foundation (Prep) Enrolment Information Pack for Schools*

Template	Description
<b>Appeal Form</b>	<ul style="list-style-type: none"><li>Parents/carers must use the Appeal Form to lodge an appeal to their preferred school.</li><li>Primary schools should include this form with the unsuccessful application letter provided to parents/carers.</li></ul>
<b>Successful appeal letter</b>	<ul style="list-style-type: none"><li>This letter must be used to notify parents/carers that their appeal for enrolment has been successful.</li><li>The enrolment form should be included with this letter.</li></ul>
<b>Unsuccessful appeal letter</b>	<ul style="list-style-type: none"><li>This letter must be used to notify parents/carers that their appeal for enrolment has been unsuccessful.</li></ul>

## Appendix: tips for using the templates provided

### Year 7 placement offer template letter

Note, it is **now compulsory for schools to use the template** letter of offer in the School Information Pack in order to meet legislative and policy requirements.

- The template letter includes essential clauses relating to changes to sibling status or permanent residence prior to the student commencing Year 7 and must be included in all placement and enrolment communications to parents/carers.

**Secondary schools, please include similar clauses in your welcome and enrolment correspondence.**

*If your permanent residential address changes prior to the start of Term 1 in 2024, please notify both [me] and [NAME OF SECONDARY SCHOOL]. If this placement was offered based on your address being within the school zone [at a school that is facing enrolment pressures], it may be withdrawn. This is in line with the department's Placement Policy. Please check the 'Guidelines for Enrolment in a Victorian Government School' for more information if your address changes before the first day of school in 2024: [www2.education.vic.gov.au/pal/enrolment/guidance](http://www2.education.vic.gov.au/pal/enrolment/guidance)*

**Year 7 Placement Acceptance Slip**  
primary schools must include with the family's letter of offer

**An Appeal Form should be included**  
when the student has been offered a place at a school that was not the family's first preference

**Appeal outcome template letters**  
included in the School Information Pack for use by secondary schools to notify parents/carers of school level appeal outcomes.

*[If] this placement has been allocated under the 'Sibling Claim' provision and your circumstances change and your child's sibling(s) will no longer be attending [NAME OF SECONDARY SCHOOL] in 2024, you may no longer be eligible for this placement offer. Please notify both [me] and NAME OF SECONDARY SCHOOL as soon as you know that your circumstances have changed.*

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