

SOUTH WESTERN VICTORIA REGION (SWVR) – YEAR 6 TO YEAR 7 TRANSITION PLACEMENT APPEAL FORM (FOR YEAR 7 PLACEMENT IN 2022)

SECTION 1: YEAR 6 STUDENT CURRENT SCHOOL DETAILS

Name of Student’s Current Primary School <i>(include campus if applicable)</i>	
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SECTION 2: YEAR 6 STUDENT DETAILS

Student Family Name			
Student First Given Name			
Student Second Given Name <i>(if applicable)</i>			
Student Preferred Name <i>(if applicable)</i>		Date of Birth <i>(dd-mm-yyyy)</i>	___/___/___
<u>Current Permanent Residential Address</u>			
Apartment Number <i>(if applicable)</i>			
Street Number and Name			
Suburb		Postcode	

SECTION 3: PARENT / CARER DETAILS - only one parent/carer’s details are required to lodge a placement appeal unless a Family Law Court order is in place identifying equal shared parental responsibility

Adult A		Adult B	
Relationship to Child (Parent, Carer, Step-Parent, etc.)		Relationship to Child (Parent, Carer, Step-Parent, etc.)	

Adult A		Adult B		
Title (Ms, Mrs, Mr, etc.)		Title (Ms, Mrs, Mr, etc.)		
Family Name		Family Name		
Given Name		Given Name		
Phone Number		Phone Number		
Email address		Email address		
Nominate Contact	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults			
On <u>weekdays</u>, 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 <u>weekdays</u>, 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, <i>please complete:</i>	Permanent Residential Address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, <i>please complete:</i>	
Is the student at risk?	<input type="checkbox"/> Yes (<i>complete the below question and attach a current copy of the document/s</i>) <input type="checkbox"/> No			
Risk Type	<input type="checkbox"/> Parenting Order	<input type="checkbox"/> Parenting Plan	<input type="checkbox"/> Intervention Order	<input type="checkbox"/> Protection Order
	<input type="checkbox"/> Informal Carer Stat Dec	<input type="checkbox"/> DFFH Authorisation	<input type="checkbox"/> Witness Protection Program Order	<input type="checkbox"/> Other (<i>please specify</i>)

SECTION 4: YEAR 7 GOVERNMENT SCHOOL PLACEMENT PREFERENCE – 2022 PLACEMENT

Allocated secondary school name <i>(include campus if applicable)</i>	
Preferred secondary school name <i>(include campus if applicable)</i>	
Have you appealed to your preferred secondary school in writing before* lodging this appeal? <i>* Appeals to the Regional Director will not be considered if you have not appealed to your preferred secondary school</i>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please <u>attach</u> a copy of the correspondence from your preferred school declining your appeal.

SECTION 5A: GROUNDS FOR PLACEMENT APPEAL

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.	<input type="checkbox"/>
2.	Students with a sibling at the same permanent address who are attending the school at the same time.	<input type="checkbox"/>
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.	<input type="checkbox"/>
	Exceptional circumstances — compassionate grounds	<input type="checkbox"/>

Please select **one** of the above as grounds for your placement appeal and **complete section 5B**. You may attach additional pages if required. If you are appealing on **compassionate grounds**, please also **attach evidence** as to why you believe your child should be admitted into your preferred school for Year 7 due to **exceptional circumstances**.

Frequently Asked Questions (FAQs) and further guidance can be found at the end of this form.

SECTION 6: SIGNATURE OF PARENT OR CARER

Privacy Notice Summary: To assist with the consideration of your appeal, the Placement Panel may seek information about you and your child. The full Privacy Notice is attached to this form.

- I declare that all the information provided in this appeal is, to the best of my knowledge, true and correct and I have read the attached Privacy Notice.
- If applicable:* I have attached documents in support of my appeal (e.g. 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 applying on compassionate grounds:* I have attached documents in support of my appeal (e.g. allied health and/or medical professionals, Department of Families, Fairness and Housing (DFFH) Practitioners, Victoria Police, family violence services, court orders, etc.).

Adult A Signature		Adult B Signature	
Date	/ /2021	Date	/ /2021
<p>Please note - only one parent/carer's details are required to lodge an appeal unless a Family Law Court order is in place identifying equal shared parental responsibility both parents, in which case, both details and signatures are required.</p>			

ALL PLACEMENT APPEALS TO THE SWV REGIONAL DIRECTOR ARE DUE BY CLOSE OF BUSINESS TUESDAY 7 SEPTEMBER 2021.

Please email your placement appeal to swvr@education.vic.gov.au with the subject line ATT: Year 7 Placement Appeal **OR** send via post to:
 Regional Director
 South Western Victoria Region
 ATT: Year 7 Placement Appeal
 PO Box 2141
 Footscray VIC 3011

Please note - you will receive written notification of the outcome of your appeal on **Friday 29 October 2021**. This outcome will **conclude** the placement appeals process.

PRIVACY NOTICE

1. The Department of Education and Training (**the Department**) is one legal entity and includes all Victorian government schools.
2. The SWVR Year 6 to Year 7 Transition Placement Appeal Form (**the Form**) requires you to provide a range of personal information about your Year 6 child and your family. This information is necessary to enable the Department to assess your appeal of the non-placement decision (**the Placement Appeal**). Your Placement Appeal will be considered by the Placement Panel.
3. For example, the Form requests your child's given name, family name, date of birth, gender, permanent residential address and (when appropriate) evidence of extenuating circumstances. Providing this personal information through the Form will assist to ensure an accurate and fair assessment for the Placement Appeals process.
4. The Placement Panel may also contact your child's current school to obtain further information that is necessary to assess your Placement Appeal. Please ensure all personal information you have provided to the current school is current and up to date, including:
 - a) contact phone numbers
 - b) permanent residential address
 - c) emergency contact details, and
 - d) copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
5. The Department may make reasonable enquiries to verify information that you have provided, including to verify relevant information with third parties.
6. If complete information is not provided in the Form, the outcome of your Placement Appeal may be delayed or the Placement Panel may be unable to properly assess your Placement Appeal.
7. If you have queries regarding the Form or the Placement Appeal process, please contact a Senior Transition Officer in your relevant regional office. You can find the regional office contact details and locations on the Department's website, here:
<https://www.education.vic.gov.au/about/contact/Pages/regions.aspx>

INFORMATION: YEAR 6 TO YEAR 7 PLACEMENT APPEALS – SOUTH WEST VICTORIA REGION (SWVR)

This fact sheet provides parents/carers with information about the SWVR Year 6 to Year 7 placement appeals (for Year 7 placement in 2022) process

1. How do I make an appeal about my child's Year 7 placement for 2022?

In the first instance, parents/carers should lodge a written placement appeal with the school at which your child has been unsuccessful in gaining a Year 7 placement. This must be lodged with the school by **Monday 16 August 2021**.

It will be considered the school's placement committee and/or Principal and you receive written notification of the outcome by **Friday 27 August 2021**.

2. What happens if my appeal to my preferred secondary school is not successful?

If your appeal to your preferred secondary school is unsuccessful and you believe that your grounds have not been adequately considered by school's placement committee and/or Principal, you may lodge a further written appeal to the relevant Department of Education and Training **Regional Director** by **Tuesday 7 September 2021**.

All appeals to the Regional Director - South West Victoria Region (SWVR), must be lodged using the *SWVR Year 6 to Year 7 Transition Placement Appeal Form* (this form). Please note that appeals to the Regional Director will not be considered if you have not appealed to your preferred secondary school in the first instance.

3. When will I be advised about the outcome of my appeal to the Regional Director?

You will receive written notification of the outcome by **Friday 29 October 2021**. This outcome will **conclude** the appeal process.

4. Can I lodge an appeal to the relevant Regional Director after the closing date of Tuesday 7 September 2021?

This date is set to ensure all Year 6 students have the opportunity to participate in the Year 7 Orientation Day in December which is a vital step in a student's successful transition to secondary school.

Any appeals received after this date will be considered at the discretion of the Regional Director **and may not be accepted**. If you wish to lodge an appeal after **Tuesday 7 September 2021**, you should contact the SWV regional office for advice via telephone 1300 333 232 or email swvr@education.vic.gov.au.

5. How does the Regional Director consider parent/carer placement appeals?

Appeals are considered by a panel of senior regional staff who assess the appeal, and any applicable supporting documentation, against the Department of Education and Training's Placement Policy. This placement panel provides a recommendation to the relevant Regional Director who makes the final decision. Parents are not required to meet with the panel.

6. How does the Department consider placement appeals on compassionate grounds?

The Department recognises there may be some situations where, due to exceptional circumstances, a student may be unable to enrol their designated neighbourhood school, or it may not be in the student's best interests to enrol at their designated neighbourhood school.

In these exceptional circumstances, enrolment at another school may be sought on compassionate grounds.

In these instances, 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, citing, for example, family violence or specific wellbeing, safety, physical health and/or mental health concerns. Importantly, this is **not** a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds; each application will be dealt with on a case-by-case basis.

The student will generally be offered a place at the school in next closest proximity to the student's permanent address or current address or location where relevant (e.g. family violence).

Schools and regions are able to assess and make a determination for compassionate grounds applications on a case-by-case basis.

7. What evidence may I be asked to provide if I am making an appeal on compassionate grounds?

When making an appeal on compassionate grounds, schools and regions can request that you provide further evidence to support your application, including, but not limited to:

- legal documentation;
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing Practitioners, Victoria Police, family violence services, court orders, etc.

For more information on the Department's Privacy Policy, see: <https://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

8. Who can provide further assistance with this process?

If you have any questions regarding the Year 6-7 placement appeals process or this Form (the *SWVR Year 6 to Year 7 Transition Placement Appeal Form*), please contact a SWVR Senior Transition Officer via telephone 1300 333 232 or email swvr@education.vic.gov.au.

You can find the regional office contact details and locations on the Department's website, here:

<https://www.education.vic.gov.au/about/contact/Pages/regions.aspx>.