

# Year 6 to Year 7 Transition Placement Appeal (for Year 7 Placement in 2022)

## SECTION 1: SCHOOL DETAILS

<b>Name of Year 6 Student's Primary School</b> <i>(include campus if applicable)</i>	
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## SECTION 2: YEAR 6 STUDENT DETAILS

<b>Family Name</b>			
<b>First Given Name</b>		<b>Date of Birth</b> <i>(dd-mm-yyyy)</i>	__ / __ / ____
<b>Second Given Name</b>		<b>Gender</b>	
<b>Preferred name</b> <i>(if applicable)</i>			
<b>Current Permanent Residential Address</b>			
<b>Apartment Number</b> <i>(if applicable)</i>			
<b>Street Number and Name</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Current mailing address</b>	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different <i>(complete below)</i>		
<b>Street Number and Name</b>			
<b>Suburb</b>		<b>Postcode</b>	

## SECTION 3: PARENT OR CARER DETAILS

Adult A		Adult B	
<b>Relationship to Child</b> (Parent, Carer, Step-Parent, etc.)		<b>Relationship to Child</b> (Parent, Carer, Step-Parent, etc.)	
<b>Title</b> (Ms, Mrs, Mr, etc)		<b>Title</b> (Ms, Mrs, Mr, etc)	
<b>Given Name</b>		<b>Given Name</b>	
<b>Family Name</b>		<b>Family Name</b>	
<b>Mobile Number</b>		<b>Mobile Number</b>	
<b>Home Phone</b>		<b>Home Phone</b>	

Adult A		Adult B		
Email address		Email address		
On <u>weekdays</u> , student lives with Adult A (tick one)	<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 (tick one)	<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, please complete:	Permanent Residential Address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:	
Nominate primary contact	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults <input type="checkbox"/> Neither			
Is the student at risk?	<input type="checkbox"/> Yes (complete the below question and attach a current copy of the document(s) to this Appeal) <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"/> DHHS Authorisation	<input type="checkbox"/> Witness Protection Program Order	<input type="checkbox"/> Other (please specify)

#### SECTION 4: GOVERNMENT SCHOOL PLACEMENT PREFERENCE

Allocated secondary school name (include campus)	
Preferred secondary school name (include campus)	

#### 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.	<input type="checkbox"/>
4.	Students seeking enrolment on specific curriculum grounds.	<input type="checkbox"/>
5.	All other students in order of closeness of their home to the school.	<input type="checkbox"/>

Please select one of the above priority order grounds for your appeal and please complete section 5B.

If you are seeking to enrol on **compassionate grounds**, please complete the section **5Band** attach evidence as to why you believe your Year 6 child should be admitted into your preferred school for Year 7 due to exceptional circumstances. Guidance on appealing on compassionate grounds can be found in the fact sheet at the end of this form.



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## SECTION 6: SIGNATURE OF PARENT OR CARER

**Privacy Notice Summary:** To assist with the consideration of your appeal, the Placement Committee/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 Health and Human Services Practitioners, Victoria Police, family violence services, court orders, etc.).

<b>Adult A Signature</b>		<b>Adult B Signature</b>	
<b>Date</b>	/ /2021	<b>Date</b>	/ /2021
<p><b>Please note</b> - 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 APPEALS TO YOUR PREFERRED SECONDARY SCHOOL ARE DUE BY CLOSE OF BUSINESS MONDAY 16 AUGUST 2021.**

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## PRIVACY NOTICE

1. The Department of Education and Training (the Department) is one legal entity and includes all Victorian government schools.
2. The 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 Committee/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 Committee/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 Appeal Form the outcome of your Placement Appeal may be delayed or the Placement Committee/Placement Panel may be unable to properly assess your Placement Appeal.
7. When a Victorian government secondary school has made a Year 7 placement offer, which you have accepted, personal and health information about your child will be sent to that school. Transferring information about a student to their 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.
8. If you have queries regarding the Form or the Placement Appeal process, please speak with your child's primary school or contact a Community Liaison Officer or 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>

## YEAR 6 TO YEAR 7 PLACEMENT APPEALS

This **fact sheet** provides parents/carers with information about placement appeals.

### 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 appeal with the preferred secondary school using the **Year 6 to Year 7 Transition Placement Appeal form**.

This written appeal should be lodged with the preferred secondary school, by **Monday 16 August 2021**.

To assist families in this process, your appeal may be lodged using the **Year 6 to Year 7 Transition Placement Appeal form**.

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**.

Appeals to the Regional Director may 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 **concludes** 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 relevant Regional Director **and may not be accepted**.

If you wish to lodge an appeal after **Tuesday 7 September 2021**, you should contact your regional office for advice.

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

Appeals are considered by a panel of senior regional staff that assess the appeal against the priority order of placement, and on compassionate grounds in exceptional circumstances.

This panel provides a recommendation to the relevant Regional Director who makes the final decision

Parents are not required to meet with the panel. The panel will make a recommendation to the Regional Director based on evidence outlined in the appeal and Department of Education and Training's Placement Policy.

## 6. How does the department Consider 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 Health and Human Services 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 question regarding the Appeal form or the placement appeals process, please contact your regional office for advice.

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>

## 9. Where do I email my appeal to the Regional Director?

**North-Eastern Victoria Region  
Community Liaison Officers**  
[nevr@education.vic.gov.au](mailto:nevr@education.vic.gov.au)

Ph: 1300 333 231

**North-Western Victoria Region  
Community Liaison Officers**  
[nwvr@education.vic.gov.au](mailto:nwvr@education.vic.gov.au)

Ph: 1300 338 691

**South-Eastern Victoria Region  
Community Liaison Officers**  
[sevr@education.vic.gov.au](mailto:sevr@education.vic.gov.au)

Ph: 1300 338 738

**South-Western Victoria Region  
Community Liaison Officers**  
[swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au)

Ph: 1300 333 232