



Department of Education and Early Childhood Development

Office for Government School Education
Eastern Metropolitan Region

TO PARENTS OF CHILDREN IN YEAR 6

PLACEMENT IN SECONDARY SCHOOLS: 2008 / 2009

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Dear Parent/Guardian

As your son/daughter is now in Year 6 of primary school, an important decision must be made about which secondary school your child will attend next year. You are now asked to indicate on the attached *Application for Enrolment* form which secondary school you would prefer your child to attend in 2009.

1. APPLYING FOR GOVERNMENT SECONDARY SCHOOLS

The principles of the neighbourhood school policy are:

- to guarantee the right of each child to a place in the designated neighbourhood school.
- wherever practical, to provide parents/guardians with the opportunity to enrol their child at the same school as that being attended by an older brother or sister who resides permanently at the same address.
- to allow parents not wishing to send their child to the neighbourhood school to select any other school in which space is available.
- to contain enrolments in each school within the limits of available resources as determined by the Regional Director.

These principles guide the process of Year 7 enrolment.

The designated neighbourhood school is defined as the secondary school which is nearest to the student's permanent residential address measured in a straight line distance. However, a number of secondary schools will not be able to accommodate all students who wish to enrol. In these schools, approval has been given by the Regional Director to restrict their enrolments to the limits imposed by accommodation constraints.

Please use the Application for Enrolment form to indicate your choice of secondary school. If you are unsure about which school would be more likely to suit your child's educational needs you are encouraged to discuss the matter with your child's teacher or the primary school principal who will be able to advise you further. Most secondary schools will conduct

information nights before you need to make a decision. Your primary school will provide you with further information regarding these information sessions.

Once you have decided which secondary school you wish your child to attend, apply in writing to your primary school principal using the attached *Application for Enrolment* form.

These must be **returned to your primary school NO LATER THAN FRIDAY 16 MAY 2008.**

If you nominate a secondary school that is outside your neighbourhood area, you may wish to provide a brief additional statement on specific curriculum grounds to support your application. A secondary school may also request additional information during the selection process in situations where the school has to limit enrolments because of accommodation constraints. If you select a school other than the neighbourhood school as first preference, you may provide **two** school preferences in Section 3 of the Application for Enrolment form. **Students not successful in gaining a place in one of their nominated schools will be placed in their designated neighbourhood school.**

All requests for secondary schools from students living outside the neighbourhood area will be carefully considered by the school. It must be noted however that all placements are subject to the availability of accommodation at the particular secondary school. Where there are insufficient places at a school for all students who seek entry, students will be enrolled in the following priority order unless determined otherwise by the Regional Director.

- Students for whom the school is the designated neighbourhood school.
- Students with a brother or sister who will be concurrently attending the school and who resides at the same address.
- Students seeking enrolment on specific curriculum grounds.
- Students in order of closeness of their home to the school.

In a limited number of cases only, students may be enrolled on compassionate grounds where there are significant family or individual circumstances. This decision is at the discretion of the secondary school principal.

2. OLDER BROTHERS/SISTERS

If you wish your child to attend the same secondary school as an older brother or sister who will be attending the same school and who resides permanently at the same address, you need **only complete Sections 3, 4 and 6** of the Application for Enrolment form and return it to your primary school.

3. MULTI-CAMPUS SCHOOLS WITH YEAR 7 INTAKE

There are two multi-campus secondary schools in the Eastern Metropolitan Region with Year 7 students at more than one campus. These colleges are: **Rowville SC** - Western Campus, Eastern Campus

and **Pembroke SC** - Cambridge Campus, Mount Evelyn Campus.
In multi-campus schools each campus will have its own designated neighbourhood area. If you wish your child to attend a multi-campus school you will need to indicate on the Application for Enrolment form **your preference for a particular campus**.

4. **COMMUNITY SCHOOLS**

- Croydon Community School
- Sherbrooke Community School

Because of the specialist nature of Community Schools, parents are advised to discuss potential enrolments with the relevant principal or assistant principal before nominating that school for their child.

5. **SPECIALIST SCHOOLS**

Should your child meet the criteria for entry into a **special school or special developmental school** and you wish to choose a specialist school, information about these schools will be supplied by your primary school. You may also choose a mainstream secondary school.

6. **STUDENT TRANSPORT**

Students who travel more than 4.8 km in outer metropolitan areas to attend their **NEIGHBOURHOOD SECONDARY SCHOOL** i.e. their nearest school, may be eligible for a conveyance allowance or travel on a school bus. Students wishing to attend schools **OUTSIDE** their neighbourhood area in the outer metropolitan area are **NOT** eligible for a conveyance allowance or travel on a school bus.

Parents who choose a special or special developmental school setting should clarify with the relevant specialist school principal details regarding the availability of bus transport.

7. **DIRECTORY OF SECONDARY SCHOOLS AND SPECIALIST SCHOOLS WITHIN EASTERN METROPOLITAN REGION WITH A YEAR 7 INTAKE 2009.**

The list of secondary schools and specialist schools within the Eastern Metropolitan Region and in neighbouring regions accepting Year 7 enrolments in 2009 is attached to this letter. If the school has restricted enrolments it is marked with an asterix.

8. **APPLYING FOR NON-GOVERNMENT SCHOOLS**

If you are sure that you already have a place for your child in a non-government secondary school and you intend to accept that place, please **complete only Sections 5 and 6** of the form, sign it and return it to your primary school. If you have applied for a place in a non-government school, but have not yet been told that your child has been granted a place, you should safeguard your child's interests by also applying for a place in a government secondary school.

If your child is granted a place in a non-government school **AFTER** being allocated a position in a government secondary school, you are asked to notify your primary school **IMMEDIATELY**.

9. FILLING OUT THE APPLICATION FOR ENROLMENT FORM

With this letter you will have received an *Application for Enrolment* form.

- (i) In Section 3 on the form, you are asked to nominate your preferred government secondary school for your child for 2009. This can be the neighbourhood secondary school or any other secondary school.

If the nominated secondary school is not your neighbourhood school you may wish to supply additional information indicating specific curriculum grounds for your choice. The secondary school for which you are applying may also request additional information from you to support your application.

- (ii) If you choose to nominate the school that an older brother or sister will be attending, you should complete Sections 3, 4 and 6. **(Please note:** In certain rare circumstances, where school accommodation pressures are acute, siblings may not be accepted if the school is not the student's neighbourhood school.)
- (iii) If you are certain of a place in a non-government school, fill in Sections 5 and 6 ONLY.
- (iv) Please ensure that you read the Privacy Statement which accompanies this letter.

NOTE:

If, at any stage, any details on the Application for Enrolment form change, you are advised to notify your primary school immediately.

10. NOTIFICATION

You will be notified in writing by the primary school on **8 August 2008** of the outcome of this application.

11. CONCLUSION

Enrolments will be determined by the secondary schools but all communication must be in written form and through your child's primary school. I wish your son/daughter well in the transition to secondary school and I trust that secondary schooling will be a positive experience.

Dr Jim Watterston
Regional Director
Eastern Metropolitan Region

EASTERN METROPOLITAN REGION **SECONDARY SCHOOLS WITH YEAR 7 ENROLMENTS**

Ashwood Secondary College
* Balwyn High School
Bayswater Secondary College
Blackburn High School
Boronia Heights College
* Box Hill High School
Brentwood Secondary College
* Camberwell High School
* Canterbury Girls' Secondary College
Croydon Community School
Croydon Secondary College
Doncaster Secondary College
East Doncaster Secondary College
Emerald Secondary College
* Fairhills High School
Forest Hill College
* Glen Waverley Secondary College
Hawthorn Secondary College
Healesville High School
Heathmont College
Highvale Secondary College
* Kew High School
Koonung Secondary College
Lilydale Heights Secondary College
Lilydale High School
Maroondah Secondary College
Monbulk College
Mooroolbark College
* Mount Waverley Secondary College
Mullauna Secondary College
* Norwood Secondary College
Parkwood Secondary College
Pembroke Secondary College - Cambridge Campus
Pembroke Secondary College - Mount Evelyn Campus
* Ringwood Secondary College
Rowville Secondary College - Eastern Campus
Rowville Secondary College - Western Campus
Scoresby Secondary College
Sherbrooke Community School
South Oakleigh Secondary College
Templestowe College
Upper Yarra Secondary College
Upwey High School
* Vermont Secondary College
* Wantirna College
* Warrandyte High School
Wellington Secondary College
Wheelers Hill Secondary College

*** Schools with restricted enrolments. These schools must enrol neighbourhood students. Other students are offered places according to DEECD priority criteria as explained in this letter.**

EASTERN METROPOLITAN REGION

SPECIALIST SCHOOLS WITH YEAR 7 ENROLMENTS

Ashwood School
Aurora School
Belmore School
Bulleen Heights School
Burwood East Special Developmental School
Croydon Special Developmental School
Glenallen School
Heatherwood School
Monash Special Developmental School
Mount Evelyn Special Developmental School

NEARBY SECONDARY SCHOOLS IN OTHER REGIONS

SOUTHERN METROPOLITAN REGION

Bentleigh Secondary College
Carwatha Secondary College
Glen Eira College
Lyndale Secondary College
* McKinnon Secondary College
* Malvern Central School
Springvale Secondary College
Westall Secondary College

NORTHERN METROPOLITAN REGION

Banksia Secondary College
* Eltham High School
* Melbourne Girls' College
* Viewbank Secondary College

*** Schools with restricted enrolments.**

PRIVACY STATEMENT – YEAR 6 - 7 TRANSITION

1. The attached Application for Enrolment Form has been completed by the primary school your child attends from the student information in their records. Personal details such as your family name, child's given name, date of birth and permanent residential address are necessary to ensure that families are provided with as much choice as possible, that all children who require a place in a government secondary school are provided with one, and that the transition process is as smooth as possible for your child.
2. If you wish your child to attend a school currently being attended by an older brother or sister who lives at the same address, we ask you to identify the school, year level and name of brother or sister.
3. In order to assist the primary school to properly implement the transition process, please ensure that all personal information eg address, telephone number, emergency contact details held by the primary school is current and correct.
4. Once an offer of a secondary school place has been made and you have accepted the offer, administrative information will be sent to that secondary school electronically by the Department of Education and Early Childhood Development administrative system Cases 21.
5. Once you have accepted a placement by enrolling your child into a Victorian government secondary school, the secondary school may request additional information about your child's education abilities. You may be informed by the primary school if additional information is requested. Alternatively the secondary school may request this directly from you.

EASTERN METROPOLITAN REGION
APPLICATION FOR ENROLMENT (YEAR 7) 2009

1. STUDENT INFORMATION (TO BE COMPLETED BY THE PRIMARY SCHOOL)

FAMILY NAME: GIVEN NAME:

GENDER: MALE / FEMALE DATE OF BIRTH: MELWAYS REF:

ADDRESS: POST CODE:

NAME OF PARENT OR GUARDIAN (MR/MRS/MS)

TELEPHONE NO.: HOME: MOBILE:

NAME OF PRIMARY SCHOOL:

ADDRESS:

2. DESIGNATED NEIGHBOURHOOD SECONDARY SCHOOL:

3. SECONDARY SCHOOL PREFERENCE

Indicate the preferred secondary school(s) of your choice. A second priority should be given if you select a school other than the neighbourhood school as first preference.

1.

2.

If requesting a placement at a school outside the neighbourhood area you may need to supply additional information to support your application.

N.B If preferences are not available, the application will be forwarded to your neighbourhood school.

**RETURN THIS ENROLMENT APPLICATION TO YOUR PRIMARY SCHOOL BY
FRIDAY 16 MAY 2008.**

4. OLDER BROTHERS / SISTERS

If you wish your child to attend the same school as an older brother or sister who resides permanently at the same address and will be attending in 2009 complete the following:

Name of Older Brother or Sister:

Name of School: Year Level in 2009:

5. NON-GOVERNMENT SCHOOLS

If you have already accepted a place for your child in a non-government school for 2009 indicate the name of that school:

Are you certain that your child has been allocated this place? YES / NO

6. DECLARATION FOR APPLICATION FOR ENROLMENT

I certify that the information that has been provided is correct and that I have read the parent information letter. I understand that if my child is NOT attending the NEIGHBOURHOOD SECONDARY SCHOOL he/she is not eligible for a conveyance allowance or travel on a school bus.

Signature of Parent/Guardian: Date:

You will be notified by the primary school of the outcome of this application on **8 August 2008**.

Please ensure you read the Privacy Statement attached to your information letter.

N.B. THIS COMPLETED FORM MUST BE RETAINED BY THE PRIMARY SCHOOL AND A PHOTOCOPY SENT TO THE APPROPRIATE SECONDARY SCHOOL.