

Department of Education and Early Childhood Development (DEECD)

SECONDARY SCHOOLS IN 2009

Date:

TO PARENTS OF CHILDREN IN YEAR 6, 2008

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 asked to indicate on the attached Application for Enrolment form which secondary school you would like your child to attend in 2009.

1. NEIGHBOURHOOD SCHOOLS POLICY

The principles of the Department of Education and Early Childhood Development 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 concurrently 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.

An enrolment zone was introduced in 2007 that restricts enrolments at St Helena Secondary College. This was necessary due to site constraints. St Helena Secondary College is the only school in the Northern Metropolitan Region that has such a zone.

Attendance at a particular primary school does not automatically guarantee enrolment at a particular secondary school.

If you nominate a secondary school that is outside your neighbourhood area, you are requested to provide additional information to support your application in case the school has to limit enrolments because of potential accommodation constraints. If you select a school other than the neighbourhood school as your first preference, you should provide at least

four (4) preferences in Section 2 of the Application for Enrolment form. If a student is not successful in gaining his/her preferences, he/she will be placed in their designated neighbourhood school.

All requests for secondary schools from students living outside the neighbourhood area or designated zone will be carefully considered by a placement committee at each secondary school. 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 should be enrolled in the following priority order unless determined otherwise by the Regional Director:

- students for whom the school is the designated neighbourhood school, (determined by a straight line from the student's home to the front gate of the school)
- in those instances where the Regional Director has restricted the enrolment of a school, students for whom the school is the nearest one to their permanent residential address
- students with a brother or sister who will be concurrently attending the school and who resides permanently at the same address
- students seeking enrolment on specific curriculum grounds
- students in order of closeness of their home to the school.

If your second, third or fourth preference schools require additional information, you must send this directly to the relevant school with a covering letter confirming the documentation relates to a future preference.

Please note that references from classroom teachers and or school principals are not encouraged. The secondary school can check with feeder schools if any further information or verification is required. Generally secondary schools will inform parents of any other relevant information they may require and provide individual forms at information evenings.

2. OLDER BROTHERS/SISTERS

If you wish your child to attend the same secondary school that their older brother or sister concurrently attends, you need to complete sections 2, 4, 5 and 6 of the Application for Enrolment form and return it to your primary school to confirm eligibility.

3. COMMUNITY SCHOOLS

Parents are advised to discuss potential enrolments with relevant principals before nominating a community school for their child.

Schools:

Collingwood Alternative School (162 Wellington Street, Collingwood, 9419 3816)

Lynall Hall Community School (8 Gleadell Street, Richmond, 9428 4421)

Sydney Road Community School (350 Sydney Road, Brunswick, 9380 9417)

4. SPECIAL SCHOOLS

Should your child meet the criteria for entry into a special school or special developmental school, information about these schools will be supplied by your primary school in addition to information about local secondary schools. You are entitled to select a special or mainstream school for your child.

Further information may be obtained from principals of the special schools or special developmental schools, psychologists or from the Senior Disabilities Officer, Northern Metropolitan Region, on telephone 9488 9488.

5. INFORMATION ABOUT SCHOOLS

Information about the location, contact people, transport routes, curriculum, welfare and discipline policies, dress code, and extra curricula activities for local secondary schools can be found on the school's website or by contacting the school.

Other useful websites include:

- Schools Online: www.eduweb.vic.gov.au/schoolsonline
- Department of Education and Early Childhood Development: <http://www.education.vic.gov.au/students/default.htm>
- Northern Metropolitan Region: www.nmr.vic.edu.au

6. PLACEMENT APPEAL PROCESS

If you wish to review the secondary school's placement decision please write to the principal of the secondary school of your choice. The letter should state the grounds on which the review is being sought based on the criteria listed in Section 1.

In exceptional circumstances, students may be enrolled on compassionate grounds by the secondary school where there are significant family or individual circumstances.

All secondary schools provide a core curriculum based on the Victorian Essential Learning Standards. Please note to commence a particular LOTE (language other than English) at Year 7 does not constitute specific curriculum grounds. Evidence would be required to establish significant prior study in the chosen language.

Also, subjects offered at the VCE (Victorian Certificate of Education) level at a particular secondary school do not constitute specific curriculum grounds for Year 7 entry.

If an application is to be submitted to a secondary school based on curriculum grounds this should be forwarded to the relevant secondary school at the same time as the enrolment application form.

If a review by the secondary school is unsuccessful, you may lodge an appeal with Wayne Craig, Regional Director, Northern Metropolitan Region, Department of Education and Childhood Development (Locked Bag 2001, Coburg 3058) by 29 August 2008.

7. STUDENT TRANSPORT

Students who travel more than 4.8 km in outer metropolitan areas to attend their neighbourhood secondary school, which is their nearest school, may be eligible for a conveyance allowance, or free travel on a school bus.

Students wishing to attend a school outside their neighbourhood area in the outer metropolitan area are not eligible for a conveyance allowance or free travel on a school bus.

Where it is available students should use public transport. Students who reside within 1.6 km of public transport, which would take them to and from school without undue inconvenience, or who reside closer to suitable public transport than to a school bus service, are not eligible for free school transport.

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

8. APPLYING FOR NON-GOVERNMENT COLLEGES

If you are sure that you already have a place for your child in a non-government secondary college please complete only sections 3, 5 and 6 of the Application for Enrolment form, sign it and return it to this primary school. If you have applied for a place in a non-government college, 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 college after being allocated a position in a government secondary school, you are asked to notify the government school immediately.

9. CONCLUSION

Enrolments will be determined by the secondary schools but all communication must be in written form and through your primary school.

I wish your son/daughter well in their transition to secondary school.

Yours sincerely

Principal