The Education State

Year 6 to 7 Placement Information Pack for **Parents and Carers**

Guidance for parents and carers of Year 6 students starting **Year 7 in 2026**

VICTORIA State Government | Department of Education

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How to enrol your child in Year 7

Enrolling your child in Year 7 is an important part of their education journey.

The Education and Training Reform Act 2006 guarantees your child a place at their designated neighbourhood government school (local school). The department's Find my School website allows you to find your local school based on your permanent residential address. This website is the official and most up-to-date source of information on school zones.

The Victorian government supports school choice. This means that you can apply to schools other than your local school. Schools will consider your application in line with the department's Placement Policy and offer enrolment if there are available places. If schools have limited places, they will prioritise enrolment of siblings and students who live nearest the school. You can find more information about how applications are prioritised at www.vic.gov.au/how-choose-school-and-enrol.

Please remember, schooling is compulsory for children who have turned 6 until they turn 17.

What you need to do

Applications open for Year 7 placement open from Tuesday 22 April. Once they are open, you can:

1. **Locate** your local school for 2026 and other government schools at www.findmyschool.vic.gov.au
2. **Complete** the Application for Year 7 Placement 2026 form (pages 11-14) and return it to your primary school by Friday 9 May 2025.

   Non-government Year 6 students

   If your child is currently home schooled or attends a non-government primary school that is not managing Year 7 placements, submit this form directly to your preferred government secondary school by the same date.

   You will receive written notification of your child's Year 7 placement **on Tuesday 1 July 2025**.
3. **Return** the Year 7 Placement Acceptance Slip **by Tuesday 12 August 2025.**

International students

Fee-paying international students who hold a subclass 500 Schools Sector visa (a student visa in their own name) should **not** complete the Application for Year 7 Placement 2026 form. If you are a parent or carer of a child holding this visa type, the International Education Division will contact you to assist with secondary school enrolment.

All other fee-paying international students on dependant, temporary or bridging visas must use the Application for Year 7 Placement 2026 form.

More information

Contact your primary school if you need more information. The Year 6 Coordinator, Transition Coordinator, or Principal of your child's primary school can help you with any questions you may have about the Year 7 placement process.

Useful links

- Find my School – www.findmyschool.vic.gov.au
- School zones – www.vic.gov.au/school-zones
- Moving to secondary school – www.vic.gov.au/moving-primary-secondary-school-information-parents-and-carers
- Disability and inclusive education **–** www.vic.gov.au/disability-and-inclusive-education
- International Student Program – www.study.vic.gov.au/en/

Year 6 to 7 Placement Timeline 2025-26

Date	Activity
by Friday 9 May 2025	**Parents and carers submit the Application for Year 7 Placement 2026 to their child's primary school.** Non-government Year 6 students If your child is currently home schooled or attends a non-government primary school that is not managing Year 7 placements, submit the Application for Year 7 Placement 2026 to your preferred government secondary school.
Tuesday 1 July 2025	**Parents and carers receive written notification from their child's primary school of their Year 7 placement offer for 2026**. Non-government Year 6 students If your child's primary school is not managing Year 7 placements or your child is home schooled, the allocated secondary school will notify you.
Friday 25 July 2025	Closing date for parents and carers to appeal to their preferred secondary school.
by Tuesday 5 August 2025	Secondary schools notify parents and carers in writing of the outcome of their appeal by this date.
by Tuesday 12 August 2025	**Parents and carers return their Year 7 Placement Acceptance Slip to their child's primary school.** Non-government Year 6 students If your child's primary school is not managing Year 7 placements or your child is home schooled, return the acceptance slip to the secondary school.
Tuesday 19 August 2025	Closing date for parents and carers to appeal with the relevant Regional Director if they have been unsuccessful with their appeal to their preferred secondary school.
Friday 10 October 2025	Regions notify parents and carers of the outcome of their appeal to the Regional Director. If the appeal is unsuccessful, you must accept the place offered by your allocated secondary school by returning the **Year 7 Placement Acceptance Slip**, or reapply to another school through your primary school. Note: This only applies to appeals received by the closing date.
Tuesday 9 December 2025	**Secondary schools host an Orientation Day for Year 6 students.**

Frequently asked questions

General information

1. Where can I find secondary schools in my area?

To find a full list of schools within Victoria, please visit:

- Victorian government schools: www.findmyschool.vic.gov.au
- Catholic schools: vcea.catholic.edu.au/choosing-a-catholic-school/
- Independent schools: is.vic.edu.au/independent-schools/

2. Can my child be home schooled for Year 7 in 2026?

Parents and carers wishing to home school their child must register with the Victorian Registration and Qualifications Authority (VRQA).

You will need to provide evidence of your child's home school registration to the primary school.

For information, please visit: www2.vrqa.vic.gov.au/home-education

3. My child attends a Catholic or Independent primary school. Will my child's primary school help me apply for Year 7?

In some instances, a non-government primary school may manage applications for Year 7 placements in government secondary schools. This means that your child's primary school will remain your point of contact throughout the placement process.

If your child's non-government primary school is not managing the process, please contact your preferred government secondary school for direct submission of the Application for Year 7 Placement 2026 form.

All parents and carers will be notified in writing of their child's Year 7 placement offer on Tuesday 1 July 2025.

If your child is not offered a place at your preferred school/s, their application will be forwarded to your local school, and you will receive an offer from them instead.

4. My child is an international student. Do I need to complete the Application for Year 7 Placement 2026 form?

Fee-paying international students who hold a subclass 500 Schools Sector visa (a student visa in their own name) should not complete the Application for Year 7 Placement 2026 form. If you are a parent or carer of a child holding this visa type, the International Education Division will contact you by Friday 9 May 2025 to assist with secondary school enrolment for your child.

All other fee-paying international students on dependant, temporary or bridging visas should use the Application for Year 7 Placement 2026 form.

If you have any questions about international student enrolments, contact: international@education.vic.gov.au

5. My child has a disability. How can I ensure their secondary school will support them?

Every Victorian government school has established programs and practices to support a wide variety of student needs, including students with disability. Schools make reasonable adjustments to ensure students with disability have the same learning opportunities as children without disability.

For information about disability support at school and disability rights and adjustments, please visit: www.vic.gov.au/disability-and-inclusive-education

School zones

6. What is a designated neighbourhood school (referred to as your local school)?

Your local school is generally the nearest government school to your child's permanent residential address.

For children residing in metropolitan Melbourne, Ballarat, Bendigo or Geelong, their local school is usually the nearest government school in a straight line from their permanent address. If you live in another area, it is usually the nearest school by the shortest practical route by road.

The Education and Training Reform Act 2006 guarantees your child a place at their local school. This means, if your child lives within the school zone, they must be offered a place when seeking enrolment.

For more information, please visit: www.vic.gov.au/school-zones.

7. How do I find my local school?

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

1. Enter www.findmyschool.vic.gov.au into your browser.
2. Enter your current address under 'Enter your address to get started'.
3. Select 2026 under 'Enrolment year'.
4. Select 'Secondary' and '7' under 'School type'.

The map will then show your local school. Contact details for the school are available on the left of the map. If you scroll down, you will also see a list of the five closest schools to your address.

You can also search by school name under 'Search for school'.

8. Do I have to apply to my local school?

No, you do not have to apply to your local school. You can list up to three government schools, in your order of preference. Schools will offer enrolment to your child if they have available places.

If none of your listed preferences can accept your application, your child will receive a Year 7 placement offer from their local school.

9. My property sits across two or more school zones. Which is my local school?

Your child has the right to attend any of these schools as your local school.

10. If my child has two permanent addresses, how is their local school decided?

If your child resides at multiple addresses, their 'permanent residence' is the address at which they spend most of their weekdays.

If your child spends an equal amount of time at two addresses, both are considered their permanent address, and they can enrol in either one of the local schools. However, that does not mean they can enrol at *both* schools.

For more information and help to determine your address for enrolment, please visit: www.vic.gov.au/how-choose-school-and-enrol.

School placement process

11. How do schools assign places?

Victorian government schools must follow the department's Placement Policy. The Placement Policy is the guiding framework which helps schools determine who to enrol if they have limited places.

The Placement Policy states that:

- Schools must offer placement to all students who reside within their zone.
- Schools should also offer places to students applying from outside the zone if they have sufficient accommodation (physical and operational capacity).

Where schools cannot offer a place to all students who live outside of the school zone, schools will prioritise applications in the following order:

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 school may enrol a student on compassionate grounds. Please refer to Appeals section below.

Supported inclusion schools have local enrolment policies that enable them to offer priority enrolment to out-of-zone students who meet specialist enrolment criteria.

Students holding subclass 500 Schools Sector visas (a student visa in their own name) must enrol at an ISP-accredited school.

12. How is a sibling defined?

The definition of a sibling reflects modern family arrangements, including step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care, residential care and permanent care.

Students applying on sibling grounds for Year 7 must be attending the school at the same time as their sibling.

13. How do I accept my child's Year 7 placement offer?

When you are notified of your child's placement offer you will receive the Year 7 Placement Acceptance Slip. Complete and return the by Acceptance Slip by Tuesday 12 August to accept the offer or indicate if you plan to appeal the enrolment decision.

If your child attends a government primary school, you must return the Acceptance Slip to their primary school.

If your child attends a non-government school or is home schooled, you must return the Acceptance Slip directly to the secondary school that offered placement.

You may also receive a welcome letter and further information from your allocated secondary school. This may include a request to confirm your acceptance of placement or provide proof of address.

If the Acceptance Slip is not returned by 31 October 2025, your primary school will forward relevant student information to the secondary school your child was offered placement at.

14. Do I have to provide proof of my child's permanent address?

The school may ask you to provide evidence of your child's address. Documents should show the same parent or carer name and address as recorded on the Application form.

If you are unsure what documents you need to provide, ask the school or refer to the Residential Address Checklist: content.sdp.education.vic.gov.au/media/100-point-address-checklist-1867.

15. What happens if our residential address details change after accepting my child's Year 7 placement?

You must contact your child's allocated secondary school as soon as possible to inform them of your new address.

If your new address is out-of-zone, the school may withdraw the placement offer. In this instance, your primary school will assist you in securing a placement at another government school.

Guidance on completing the Application Form

16. My child will not be going to a government secondary school. Do I still have to complete the application form?

Yes, all parents and carers of Year 6 students currently attending a government primary school should complete the Application for Year 7 Placement 2026. You can use the form to tell your primary school that you have a confirmed place at a non-government school or are awaiting confirmation.

If you do not complete the form, your child will receive a placement offer from their local school.

17. What address do I put down if I am moving, or intend to move, in the next few months?

Complete the application form with your current address at the time of submission. Once you have moved, you are entitled to enrol at your new local school, subject to verification of permanent residence.

18. Who needs to sign the Application for Year 7 Placement 2026 form?

Where possible, all parents and carers with legal responsibility for the student should sign and submit a single Application form.

A parent or carer includes:

- the parents as listed on the child's birth certificate (unless varied by a court order)
- the parents described in a court order
- an informal carer, with a statutory declaration.

Where parents and carers can't sign a single Application form, you should communicate this to your child's primary school which will allow each parent or carer to complete a separate form.

Where parents and carers have difficulty reaching an agreement on a preferred school, they should resolve the dispute through discussion, attendance at the Family Relationship Centre or at Court. It is not the responsibility of the department or schools to assist with this decision-making process.

19. Do I need to submit supporting documents with my child's Application form?

No, government secondary schools are not permitted to ask families or primary school staff to submit more information in support of a Year 7 placement application e.g., school reports, NAPLAN test results, teacher judgements, letters of recommendation, or evidence of language, artistic, curriculum or sporting achievement.

Appeals

20. How do I make an appeal?

You are able to appeal if you are not offered a place at your preferred secondary school.

You may appeal based on:

- compliance with the priority order of placement
- permanent residence
- compassionate grounds, in exceptional circumstances.

In the first instance, you must lodge a written appeal with the preferred secondary school by Friday 25 July 2025. You must use the department's Appeal Form, which includes further information on the appeals process. Your child's primary school can provide this form.

The secondary school's placement committee and/or Principal will assess the appeal against the department's Placement Policy. You will receive written notification of the outcome by Tuesday 5 August 2025.

Please do not seek evidence from your primary school to support your appeal, e.g. letter from your child's teacher or principal , to appeal a secondary school's decision. This evidence will not be accepted as eligible supporting documentation.

21. 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 the school has not applied the Placement Policy correctly, you may lodge a further written appeal to the relevant Department of Education Regional Director by Tuesday 19 August 2025.

You must re-use the Appeal Form from your school-level appeal for this stage. Appeals to the Regional Director will not be considered if you have not appealed to your preferred secondary school in the first instance.

A panel of senior regional staff assess the appeal against the Placement Policy. This panel supplies a recommendation to the relevant Regional Director who makes the final decision. You will receive written notification of the outcome by Friday 10 October 2025. This outcome concludes the appeal process.

22. Can I lodge an appeal to the Regional Director after the closing date?

The Regional Director will consider appeals received after Tuesday 19 August 2025 if there are exceptional circumstances. If you wish to appeal after the closing date, you should contact the Department of Education for advice. You can find contact details on the department's website: www.vic.gov.au/contact-us-department-education.

23. What are 'compassionate grounds' and how are they assessed?

There may be some situations where, due to exceptional circumstances, it may be considered unsuitable for a student to enrol in their local school. In these exceptional circumstances, enrolment at another school may be sought on compassionate grounds.

Parents and carers must be able to demonstrate the exceptional circumstances that they believe make an enrolment at the local school unsuitable for their child (for example, family violence or specific wellbeing or safety, physical health and/or mental health concerns).

Each appeal will be dealt with on a case-by-case basis and will require you to supply supporting evidence.

24. What evidence can I provide if I am appealing on compassionate grounds?

When appealing on compassionate grounds, schools and regions can request that you provide:

- legal documentation
- reports from allied health and/or medical professionals, Department of Families, Fairness and Housing (DFFH) Practitioners, Victoria Police and/or family violence service
- court orders.

25. What is not considered compassionate grounds?

The following examples do not necessarily meet exceptional circumstances on compassionate grounds:

26. **Ease of transportation –** Having a school be more convenient for the family to access via car, foot, public transport or carpool, or is closer to the parent's or carer's workplace, family member's house (that is not the child's permanent address) and/or the school of the child's sibling/s, may not be appropriate grounds for appeal.

- **Individual needs of a student with a disability –** Under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students. On that basis, grounds for exceptional circumstances do not include concerns related to a child's disability where the school can address those concerns by making reasonable adjustments. For more information, see Reasonable school adjustment for disability: www.vic.gov.au/reasonable-school-adjustments-disability.
- **Curriculum –** Preference for the school's curriculum program, as all Victorian government schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

Privacy Notice

Application for Year 7 Placement 2026

1. The Department of Education (the department) is one legal entity and includes all Victorian government schools.
2. The primary school may pre-populate sections 1 to 4A of the attached *Application for Year 7 Placement 2026* form (the Application), before providing it to you, from information already held in its records.
3. This Year 7 placement application asks for details like your child's name, date of birth, gender, and permanent residential address. This information is needed to make sure all children who need a place in a Victorian government school for Year 7 get one, as required by law. It also helps give families more school options and ensures a smooth transition for your child**.**
4. If you wish your child to attend a government secondary school currently being attended by a sibling who lives at the same permanent residential address, and who will still be attending the school in 2026, please identify the school's name, sibling's name, and 2026-year level of the sibling in the Application.
5. You are requested to provide details about your child's placement in a non-government school or intention to home school your child, including the name of the non-government school and whether the placement is confirmed. This information will be used to assist with the planning of placements in government schools and ensure your child has a confirmed placement in a school.
6. To assist the Year 7 placement process, please ensure that all information provided to the school through the Application and other means, is accurate and current, including:
    a. parent or carer details, including contact phone numbers and email addresses
    b. permanent residential address
    c. copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders and Child Protection Orders and/or an Informal Carer Statutory Declaration.
7. When a Victorian government school student has been accepted at another Victorian government school,
    - personal and health information about your child will be sent to that school electronically through the department's administrative system, CASES21. CASES21 is the software component of the Computerised Administrative System Environment in Schools (CASES) which is the package provided to Victorian government schools to support school administration, finance, and central reporting.
    - the school may request additional information to support your child's wellbeing or safety, including information about educational abilities, interests, and skills. Non-electronic records containing your child's personal and health information may also be transferred at this time.
8. When a non-government student has been accepted at a Victorian government school, the school may request additional information about your child's educational abilities, interests, skills, or other relevant information from your child's primary school, to support your child's wellbeing or safety. This includes personal and health information about each student. Information will be disclosed subject to consent unless such disclosure is authorised or required by law.
9. Transferring personal and health information to a student's Victorian government school is in the best interests of students because it assists that next school in providing optimal education and support to each student.
10. If your child is transitioning to a non-government school for Year 7 in 2026, the receiving non-government school may request personal and health information about your child. Subject to consent, or unless such disclosure is required or authorised by law, your child's government primary school will transfer this data.
11. Personal and health information about students will only be shared with school staff who need to know that information to educate or support the student, to fulfil legal requirements or where permitted by law.
12. All information received by the department will be securely stored and handled in accordance with the Privacy Policy: www.vic.gov.au/schools-privacy-policy
13. You can review the schools' privacy collection notice at: www.vic.gov.au/schools-privacy-collection-notice. This notice explains how the department, including Victorian government schools, handles personal and health information.

Application for Year 7 Placement 2026

Complete this form in BLOCK LETTERS if you are a parent/carer of:

- a Year 6 government primary school student
- a Year 6 non-government primary school or home schooling student seeking placement at a government secondary school.

You must submit this form to your primary school by **Friday 9 May 2025**.

Parents or carers who are responsible for enrolling their child must complete this form. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process.

For additional information, please refer to the Year 6 to 7 Placement Information Pack for Parents and Carers, available at www.vic.gov.au/moving-primary-secondary-school-information-parents-and-carers.

Section 1: Primary school details

Year 6 student's current primary school	
VSN *(school to supply)*	
Fee-paying international student *(dependent or temporary visa)* *	☐ Yes ☐ No
International Student ID	

*Fee-paying international students who hold a subclass 500 Schools Sector visa in their own name should not complete this application.

Section 2: Year 6 student details

Family name	
First name	
Second name	
Preferred name *(if applicable)*	
Date of Birth *(dd-mm-yyyy)*	___/___/_____
Gender	☐ Male ☐ Female ☐ Self-described: _____
Current Permanent Residential Address	
Street Number and Name	
Suburb	
Postcode	
Mailing address	☐ Same as residential ☐ Different *(complete below)*
Street Number and Name	
Suburb	
Postcode	

Section 3: Parent or Carer details

Adult A		**Adult B**	
Relationship to student *(Parent, Carer, Grandparent etc)*		Relationship to student *(Parent, Carer, Grandparent etc)*	
Title *(Ms, Mrs, Mr, etc)*		Title *(Ms, Mrs, Mr, etc)*	
First name		First name	
Family name		Family name	
Phone number		Phone number	
Email address		Email address	
On weekdays, the student lives with Adult A *(tick one)*	☐ Full time or Mostly ☐ Equal time (equal spilt with Adult B) ☐ Sometimes or Never	On weekdays, the student lives with Adult B *(tick one)*	☐ Full-time or Mostly ☐ Equal time (equal split with Adult A) ☐ Sometimes or Never
Permanent residential address	☐ Same as Section 2 ☐ Different to Section 2, please complete:	Permanent residential address	☐ Same as Section 2 ☐ Different to Section 2, please complete:
Nominate primary contact for all calls and correspondence (tick one)		☐ Adult A ☐ Adult B ☐ Both Adults	

Section 4: Government school placement preferences

Section 4 must be completed for **all Year 6 students**, even where:

- you are awaiting confirmation of a non-government school placement in Victoria, or at an interstate/overseas school; **or**
- you have a confirmed non-government place but would still like to be considered for a government place for Year 7 in 2026; **or**
- you intend to register for home schooling.

Section 4A: Designated neighbourhood school

To locate your child's designated neighbourhood school for Year 7 in 2026, visit www.findmyschool.vic.gov.au

Your designated neighbourhood school *(include campus if applicable)*	

Section 4B: Secondary school preferences

You may list up to three school preferences, which can include your designated neighbourhood school.

If none of your preferred schools can place your child, they will receive a place at their designated neighbourhood school, as listed in **Section 4A**.

	Government school name *(include campus if applicable)*	**Office Use Only** Date of Distribution
1		
2		
3		

Section 4C: Sibling Claim

A sibling claim can be made for a preferred government school where:

- the sibling resides at the same permanent residential address as your Year 6 child; and
- the sibling is currently enrolled at the school; and
- the sibling will continue to be enrolled at the school in 2026.

Include the name of the school and the 2026 year-level of the sibling below.

Government school name	**Name of sibling**	**Year level in 2026**

Section 5: Non-Government school (Catholic or Independent) or home school

Only complete Section 5 if you:

- have applied or received confirmation of a place in a non-government school
- intend to move interstate or overseas
- intend to register your child for homeschooling in 2026.

Name of Catholic or Independent school	**Confirmed Place**
	☐ Yes ☐ No
Name of interstate or overseas school	**Confirmed Place**
	☐ Yes ☐ No
Homeschooling *(add VRQA registration details)*	**Confirmed Place**
	☐ Yes ☐ No

Section 6: Signature of Parents or Carers

☐ I have read this form and the attached Privacy Notice (page 10).

☐ I certify that all the above information is correct.

☐ I agree to the disclosure of my child's information for the purpose of Year 7 placement.

☐ *(If applicable)* I have attached 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 to confirm I have legal decision-making responsibility.

☐ *(If applicable)* I have attached confirmation that my child has been accepted at a non-government school in 2026.

Adult A signature		**Adult B signature**	
Date	/ / 2025	**Date**	/ / 2025

Please select the category that best describes who has signed and completed this form. This will assist the school with the enrolment process.

☐ Both parents/carers have completed and signed this form.

☐ Parents/carers are completing separate forms (schools can provide additional forms on request).

☐ One parent has completed and signed this form on behalf of both parents. Contact details for the other parent have been provided in the form for the school's use as required.

☐ One parent has completed and signed this form and the contact details for the other parent are unknown to the enrolling parent/carer and not provided.

☐ There is only one parent/carer with legal responsibility for the child and that person has completed and signed this form.

☐ Other, please specify: (for instance, where the contact details for the other parent are known but it is not appropriate or safe to contact them) _____