

Enrolling in Year 7 for 2023

Enrolling your child in Year 7 is an important part of their education journey. We want to help you make the transition process as easy as possible.

In Victoria, your child has the right to attend their designated neighbourhood school (your 'local school') under the *Education and Training Reform Act 2006*. Students may also apply for a place at a school that is not their designated neighbourhood school. If the school has available space to accept your child, they should be offered a place in line with the Placement Policy.



How do I apply for my child to go to a secondary school?

Your child's school will give you a copy of the *Application for Year 7 Placement 2023* form that you will need to complete and return by Friday 13 May 2022. You can also find the form on our website at vic.gov.au/moving-primary-secondary-school-information-parents-and-carers along with a detailed information pack on the year 7 placement process.

How do I find my local school and other schools in my area?

The Department of Education and Training has made it simple to find your local school and other schools in your area using the Find my School website.

1. Enter findmyschool.vic.gov.au into your browser
2. Enter your address under 'Enter your address to get started'
3. Make sure 2023 is selected under 'Enrolment year'
4. For Year 7 placement, ensure Secondary and 7 is selected under 'School type'
5. The map will then show your address, your local school, and on the left the contact details for the school
6. If you scroll down, it will also show you the five closest schools

To start a new search, simply enter a new address or you can also search by school name under 'Search for school'.

Can my child apply to go to a government secondary school that is not our local school?

Yes, you can apply to schools other than your local school. Applications are considered in line with the Department's Placement Policy and available space.

How are students who do not live in the school zone prioritised for enrolment?

Where there are limited places available, schools consider enrolment applications using the priority order of placement. You can find the priority order of placement on the [Enrolling in school](#) page.

Can my child go to the same school as their sibling if it is not our local school?

Yes, your child will be prioritised for enrolment if they live at the same permanent address and will be attending the school at the same time. This is subject to available space.

My child has two permanent addresses – which address do I enter into Find my School?

If your child lives at multiple addresses, the address you use to find your local school is the address at which they spend most of their weekdays.

If your child spends the same amount of time at two addresses, both addresses are considered their permanent address. They can enrol in either one of the local schools.

What if my information changes after I've submitted the application form?

Contact your child's primary school as soon as possible and they will update your form.

Can I appeal to my preferred secondary school if I don't receive an offer?

Yes. For guidance on the appeals process, please see the detailed [Year 6-7 Placement Information Pack](#).

Where can I find further information on the Year 7 placement process?

You can find an information pack on the Year 7 placement process on our website at [Year 6-7 Placement Information Pack](#). You can also ask your child's primary school for a copy.

The pack includes more detailed information on:

- local schools
- the Department's Placement Policy
- enrolling in a secondary school
- disability support
- filling out and signing the application form
- the appeals process
- privacy notice

If you require help translating the information pack, please talk to your child's primary school for assistance.

Who do I contact for help?

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 transition process.

Useful Links

Please find some useful links below that may be helpful for you as your child transitions from Year 6 to Year 7 in 2023:

Find my School – findmyschool.vic.gov.au

School zones – vic.gov.au/school-zones

Enrolling in school - vic.gov.au/how-choose-school-and-enrol

Disability and inclusive education – vic.gov.au/disability-and-inclusive-education

Regional office contacts – education.vic.gov.au/about/contact/Pages/regions.aspx

Timeline for 2022-23

2022 Dates	Activity
Term 2: Tuesday 26 April 2022 – Friday 24 June 2022	
From Week 1, Term 2 2022	Government primary schools give information to all parents/carers of Year 6 students on how to access the Placement Information Pack . This pack includes the <i>Application for Year 7 Placement 2023</i> form.
Friday 13 May 2022	Parents/carers return the <i>Application for Year 7 Placement 2023</i> form to their child's government primary school by this date.
Term 3: Monday 11 July 2022 – Friday 16 September 2022	
Wednesday 20 July 2022	Government primary schools notify parents/carers of Year 6 students, in writing, of Year 7 placement offers. The letter of offer will include a Year 7 Placement Acceptance Slip to be returned by the parent/carer, to their child's government primary school by Wednesday 10 August 2022.
From Thursday 21 July 2022	Parents/carers may start submitting written non-placement appeals to their preferred secondary school. Your child's primary school will provide you with the Year 6 to Year 7 Placement Appeal Form .
Friday 29 July 2022	Closing date for parents/carers to submit a written non-placement appeal with their preferred secondary school.
Tuesday 9 August 2022	Secondary schools notify all parents/carers in writing of the outcome of their non-placement appeal by this date. Note: If your appeal to your preferred secondary school is unsuccessful, you may lodge a further written appeal to the relevant Department of Education of Training Regional Director. Please see the FAQ in the Placement Information Pack for more information regarding appeals.
Wednesday 10 August 2022	Parents/carers return their Year 7 Placement Acceptance Slip to their child's government primary school by this date.
Tuesday 23 August 2022	Closing date for parents/carers to submit a written non-placement appeal with the relevant Regional Director where they are unsuccessful with their appeal to their preferred secondary school.
Term 4: Monday 3 October 2022 – Tuesday 20 December 2022	
Friday 21 October 2022	Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeals by this date. Note: this only applies to appeals received by the closing date of Tuesday 23 August 2022.
Tuesday 13 December 2022	Secondary schools host an Orientation Day for all Year 6 students.