

## Transition Process - Primary to Secondary

The transition from primary school to secondary school is a multi-step process, and questions regarding who is in charge of what can be complicated.

CNPS's Roles and Responsibilities:	Parents' Roles and Responsibilities:
<ul style="list-style-type: none"><li>● To pass on and submit paperwork to appropriate schools and regional departments.</li><li>● To act as a go-between for parents and secondary schools.</li><li>● To answer questions, where possible, about the secondary selection process.</li><li>● To assist in the transition process for students.</li></ul>	<ul style="list-style-type: none"><li>● To select a secondary school for their child</li><li>● To ensure all personal contact details are correct, especially addresses.</li><li>● To understand which secondary school's zone their home is located within.</li><li>● To forward all official paperwork within set timeframes</li><li>● To inform the school of any change in circumstance that may affect their child's application in a timely manner.</li></ul>
CNPS will <u>NOT</u> recommend one secondary school over another.	

### Step 1: School Selection

The Department of Education stipulates that the nearest secondary school to your primary residence should accept your application. However, if your nearest school operates an enrolment zone then this does NOT apply. Most of the schools in our local area operate enrolment zones. These change annually, and can be found at [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au).

Some secondary schools give preference to siblings of currently enrolled pupils at their school. This family preference does NOT extend to cousins or uncles/aunts.

### Before selecting your desired school:

Visit a number of different schools. It is recommended that you make an appointment with each school for a tour. Open Days given an insight into the school and their offerings but you may want to visit on a normal school day as it may give you a better 'feel' of the day to day running.

It is also suggested that you have a selection of questions to ask. For example;

- Does the school offer the appropriate curriculum options for my child? Not only at a year 7 level, but also at VCE level?
- How will my child get to school?
- Will I be able to drop off one child at secondary school and another at primary school?
- What are the public transport options?

We have included a detailed list of questions you may want to ask during your school tour at the end of this document.

Information about enrolment zones can be found [here](#).

## Step 2: School Paperwork

Regional transition paperwork will be forwarded by your child's teacher according to the timeline set by the North Western Metropolitan Region, usually in late April or early May. The same information, timelines and forms are sent to all schools within this region.

**Sections 1 and 2** of the transition form are completed by the school's transition coordinator. This information will be taken directly from the enrolment forms provided to the school office. If this information is out of date, you will need to update your personal details at the office before alterations to the transition form can be made.

### SECTION 1: PRIMARY SCHOOL DETAILS

Year 6 student's current primary school	
VSN	

### SECTION 2: YEAR 6 STUDENT DETAILS

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

**Sections 3-6** are to be completed by the parent/s of the child transitioning to secondary school. Please ensure that all information is easy to read. A replacement form can easily be provided if it is lost, damaged or you have had a last minute change of mind.

### SECTION 3: PARENT OR CARER DETAILS

Adult A		Adult B	
<b>Relationship to Child</b> (Parent, Carer, Step-Parent, Grandparent, etc.)		<b>Relationship to Child</b> (Parent, Carer, Step-Parent, Grandparent, 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>Phone Number</b> (home)		<b>Phone Number</b> (home)	
<b>Email address</b>		<b>Email address</b>	
<b>On weekdays, student lives with Adult A</b> (tick one)	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with <b>Adult B</b> ) <input type="checkbox"/> Sometimes or Never	<b>On weekdays, student lives with Adult B</b> (tick one)	<input type="checkbox"/> Full Time or Mostly <input type="checkbox"/> Equal Time (equal split with <b>Adult A</b> ) <input type="checkbox"/> Sometimes or Never
<b>Permanent Residential Address</b>	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> <b>Different</b> to Section 2, please complete:	<b>Permanent Residential Address</b>	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> <b>Different</b> to Section 2, please complete:
<b>Nominate primary contact for all calls and correspondence</b> (tick one)	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults <input type="checkbox"/> Neither		

**Section 4 Preferences** – Parents will be asked to list their preferred schools in order of preference. It is highly recommended that all three preferences are filled in. Listing a school as your 1st preference in hope of gaining enrolment even though you don't live in the zone or meet family preference requirements may result in you failing to secure a position at another preferred school. Preferences are important!

## SECTION 4: GOVERNMENT SCHOOL PLACEMENT PREFERENCES

Complete Section 4 if:

- you are seeking a Year 7 placement in a government school; OR
- you are in doubt of a Year 7 placement at a non-government (Catholic or independent) school; OR
- you have not received the outcome of your child's registration application for home schooling.

### SECTION 4A: DESIGNATED NEIGHBOURHOOD SCHOOL

To locate your child's designated neighbourhood school for Year 7 in 2021, enter your permanent residential address at [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

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

### SECTION 4B: SECONDARY SCHOOL PREFERENCES

List up to three government schools in your order of preference below. You can list your designated neighbourhood school as your only preference or as your second or third preference.

You do not have to list three schools, however if your child is unable to be placed at any of your preferred schools, your child's placement will be referred to your designated neighbourhood school, as listed in Section 4A.

If you would like to request placement for your Year 6 child under a sibling claim, please also complete Section 4C.

Government school name <i>(include campus if applicable)</i>		Office Use Only - Date of Distribution
1		
2		
3		

### SECTION 4C: SIBLING CLAIM

A sibling claim can be made for government schools where:

1. the sibling resides at the same permanent residential address as your Year 6 child; and
2. the sibling is currently enrolled at the school; and
3. the sibling will continue to be enrolled at the school in 2021.

Include the name of the school and the 2021 year level of the sibling below.

Government school name	Name of sibling	Year level in 2021

**Section 5** only needs to be completed if you intend for your child to attend a Non-Government school, or are intending to home-school your child.

## SECTION 5: NON-GOVERNMENT SCHOOL (CATHOLIC OR INDEPENDENT) OR HOME SCHOOLING PLACEMENTS

Only complete Section 5 if you have received confirmation of a place in a non-government school OR if you have confirmed registration for your child for home schooling in 2021.

You are also encouraged to complete Section 4 if you:

- are in doubt about the status of the non-government school place; or
- you have a confirmed non-government place but would still like to be considered for a government place for Year 7 in 2021; or
- your registration for home schooling is still being assessed by the VRQA.

If you have already applied for, or believe you will be applying for, home schooling or a placement in a non-government school for 2021, please indicate the name of the school below.

Name of Catholic or independent school	Confirmed Place
	YES / NO
Home schooling	Details
Date application form sent to the VRQA	/ /2020
Outcome of application	APPROVED / REFUSED

## SECTION 6: SIGNATURE OF PARENTS OR CARERS

Please see page 13 for the full Privacy Notice.

- I have read this form and the attached Privacy Notice.
- 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.
- (If applicable)* I have attached confirmation that my child has been accepted into a non-government school in 2021.
- (If applicable)* I have attached confirmation that I have registered my child with the Victorian Registration and Qualifications Authority for home schooling in 2021.

<b>Adult A signature</b>		<b>Adult B signature</b>	
<b>Date</b>	/ /2020	<b>Date</b>	/ /2020

**Due Dates** – Failure to submit paperwork within the set timeline may affect your application. Parents will not be informed about the progress of their application's progress, unless none of their preferences have been accepted, and another school needs to be selected. Parents are not to contact secondary schools regarding their application during this process. Those that do will be told to wait for notification from the primary school.

### Step 3 – Student Placement

Notification – Primary schools are responsible for notifying parents of their secondary school placement. This is usually done in mid August.

The primary school is then asked by the secondary school to complete transition forms for each child. These forms differ from school to school but generally ask for academic results and standards, behaviour information and any special needs required. Some schools visit the primary school to meet with the student and classroom teacher one on one.

Secondary School Correspondence – Within a few weeks of secondary school allocation, your child's secondary school will make contact usually via mail. This contact usually outlines important dates, timelines, uniform requirements and book pack information.

Orientation Day – Each year, in early December, secondary schools hold Orientation Days to assist with the transition process. During these day/s they meet students attending from other primary schools, familiarise themselves with the facilities and timetables and complete educational based activities.

NOTE: This information is a general outline and is subject to change for a variety of reasons. The transition process outlined is specific to the Coburg Area and may be conducted differently in different areas.

**Links:**

Moving from primary to secondary school: information for parents:

<https://www.education.vic.gov.au/parents/going-to-school/Pages/year-6-to-7.aspx>

Find My School:

<https://www.findmyschool.vic.gov.au/>

**Local Secondary Schools:**

<b>School</b>	<b>Address</b>	<b>Website/Contact</b>	<b>Phone</b>
Coburg High School	101 Urquhart St, Coburg VIC 3058	<a href="https://www.coburg.vic.edu.au/">https://www.coburg.vic.edu.au/</a>	9353 1700
Strathmore Secondary College	400 Pascoe Vale Rd, Strathmore VIC 3041	<a href="https://www.strathmore.vic.edu.au/">https://www.strathmore.vic.edu.au/</a>	9379 7999
Brunswick Secondary College	47 Dawson St, Brunswick VIC 3056	<a href="https://www.brunswick.vic.edu.au/">https://www.brunswick.vic.edu.au/</a>	9387 6133
John Fawkner College	Jukes Rd, Fawkner VIC 3060	<a href="https://www.jfc.vic.edu.au/">https://www.jfc.vic.edu.au/</a>	9359 1166
Preston High School	2-16 Cooma Street, Preston, 3072	<a href="https://phs.vic.edu.au/">https://phs.vic.edu.au/</a>	9055 8400
Glenroy College	120 Glenroy Rd, Glenroy VIC 3046	<a href="http://www.glenroycollege.vic.edu.au/">http://www.glenroycollege.vic.edu.au/</a>	9304 0400
Pascoe Vale Girls College	Lake Ave, Pascoe Vale VIC 3044	<a href="https://www.pvgc.vic.edu.au/">https://www.pvgc.vic.edu.au/</a>	9306 2544
Northcote High School	19-25 St Georges Rd, Northcote VIC 3070	<a href="https://www.nhs.vic.edu.au/">https://www.nhs.vic.edu.au/</a>	9488 2300
William Ruthven Secondary College	60 Merrilands Rd, Reservoir VIC 3073	<a href="https://www.nhs.vic.edu.au/">https://www.nhs.vic.edu.au/</a>	9462 2177
Thornbury High School	238 Collins St, Thornbury VIC 3071	<a href="https://www.thornburys.vic.edu.au/">https://www.thornburys.vic.edu.au/</a>	9480 4066
Princes Hill Secondary College	Arnold St, Carlton North VIC 3054	<a href="http://www.phsc.vic.edu.au/">http://www.phsc.vic.edu.au/</a>	9389 0600