



Education &
Communities

Public Schools NSW

Moving into Year 7 in a NSW government school in 2014

Information guide and Expression of Interest form for parents and carers



Moving to secondary school

This guide gives you information about the different types of government secondary schools to help you decide which school you would like your child to attend.

Included is an *Expression of Interest* form that you will need to complete with your preference(s) for placement of your child in Year 7 at a government school.

Please return this *Expression of Interest* by Friday 22 March 2013.

As your child's primary school education is coming to a close, it is time to think about which school your child will attend next year.

In NSW, students are required to continue education and training, gain full-time paid employment, or a combination of education/training and employment until at least age 17. All students must complete Year 10 of secondary education.

What are the benefits of public education?

Our government schools are successful in preparing young people to lead full and satisfying lives, and to handle challenges of the contemporary world.

Extensive curriculum opportunities

NSW government schools offer a wide range of subjects and opportunities. Many schools use technology to share courses and provide additional learning opportunities for students.

The learning opportunities extend to courses provided with TAFE, and senior students can also study university-level subjects linked to the Higher School Certificate.

Quality teaching and learning

NSW government school teachers are fully trained and qualified. Government schools have regular access to specialist advice and ongoing professional training to ensure that teaching and learning is engaging, relevant and challenging.

NSW government schools have access to a wide range of technology. Learning is enhanced as students use and learn about technology to explore real world experiences and connect with other learners.

High academic outcomes

International tests show NSW government school students achieve academic standards among the highest in the world, and much better than those of young people in the United States and Britain.

The majority of government school students continue in further education after completing school. Australian research has found that students who attend a government school also achieve higher marks in their first year at university.



Strong values

Government school teachers will help your child develop independence, responsibility and a love of learning. Students have the opportunity to participate in community service and develop a strong sense of social justice.

Excellent student support

NSW government schools promote positive relationships and support students to be successful learners. Primary and secondary schools have strong connections to make the move to secondary school as easy as possible. Helping children in their 'middle years' has been identified as a priority across public education in NSW.

One of the strengths of the NSW government school system is the large network of people who work to support every child's learning. The support services include student advisers, qualified school counsellors, support teachers, Aboriginal Education Officers, community information and liaison officers and consultants.

Every NSW government school has an Anti-bullying Plan with specific strategies for identifying, reporting and dealing with bullying behaviour, including cyberbullying.

The Anti-bullying Plan is a key part of every school's work to support student wellbeing and effective learning. It complements school Student Welfare and Discipline Policies.

A full outline of the support services in our schools is provided online at www.schools.nsw.edu.au/studentsupport/index.php



Extensive curriculum opportunities

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Strong values

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Government secondary schooling options

NSW government schools offer a variety of excellent programs and subject choices to meet the needs, interests and talents of all students. The different government school options are outlined below.

Your local school

Most NSW government schools have local enrolment areas. Your child's permanent residential address determines which school is your local school.

Most parents and carers in NSW choose their local school to provide an education of excellence for their child.

These schools cater for students of all ability levels, including programs to challenge the gifted and talented and programs for students with additional learning and support needs. There is also a wide range of extra-curricular activities.

Most single-sex (boys or girls only) schools accept students in a designated local enrolment area, but they may also consider the distance of your home from the school. This distance may be one of the criteria for being offered a place in the school.

Some single-sex schools, however, are academically selective schools or specialist schools and have special enrolment procedures.

Multi-campus colleges include a number of schools or campuses, with each school or campus specialising in different areas. For example, there are junior campuses (Years 7-9 or 7-10), senior campuses (Years 10-12 or 11-12), technology campuses, academically selective campuses, co-educational campuses and single-sex campuses.

Central schools offer many rural and isolated communities the opportunity to educate their children from Kindergarten through to Year 12 in one school setting.

Many central schools use technology to link teachers and students in different schools so that a range of subjects is offered. Central schools also offer a broad range of extracurricular activities.

If you want your child to go to your local school, you will need to sign Section B of the *Expression of Interest* form on page 9 of this document.

Specialist schools

Specialist schools provide a secondary education which focuses on a specific talent or interest. Specialist schools have been established for creative arts, performing arts, visual arts, languages, technology (including marine technology and rural technology), agriculture and sport.

In some of these specialist schools the criteria for enrolment may include performance or audition.

For a complete list of specialist schools, please talk to your local government school principal, contact your nearest Department of Education and Communities (DEC) office or go to www.schools.nsw.edu.au/schoolfind/locator

Specific programs in schools

Some schools have specific programs in areas such as music, drama, technology or academic extension. Enrolment in these classes may depend upon students meeting special criteria for enrolment. These criteria could include performance, audition or entrance tests depending on the specific focus.

Talk to the principal of the particular school in which you are interested, or check the school website.

If you are interested in a specialist school or a specific program at a school, please write the school(s) as one of your choices in Section C on page 10 of this document. You will also need to complete additional forms to apply for a place in the specialist school or specific program in a school.

Support classes

Some secondary schools have support classes to cater for the additional learning and support needs of students with disability. Your child's primary school principal will assist you to find the right schooling option for your child, taking into account your choice, your child's specific additional learning needs and proximity to local specialist services.

Consideration for placement in a support class is managed through a placement panel.

If your child is being considered for a support class in a secondary school, please indicate this in Section C of the *Expression of Interest* form on page 10 of this document.

Non-local schools

Every local school has to reserve enough places within their school for local area students. However, depending on the availability of resources, some schools may accept extra students from outside the designated enrolment area. You may have reasons why you would like your child to attend a school that is not your local school.

Expressions of interest for non-local places are considered by a placement panel within the school. This panel uses a range of criteria to determine who will be offered a non-local place at the school. Information about these criteria is available from each individual school. Ask at the non-local school about any special placement criteria they may have.

If you are interested in a non-local school, please write the school as one of your choices in Section C of the *Expression of Interest* form on pages 10 and 11 of this document. You need to provide reasons why you would like your child to attend the school, addressing the school's enrolment criteria.

Academically selective schools

The application process for entry into a fully or partially academically selective school begins when the student is in Year 5 and is longer than the normal enrolment process.

The application form is available online, and some printed packages are available in schools and DEC offices.

A list of academically selective schools and details of their enrolment procedures are available at www.schools.nsw.edu.au/shsplacement

If you have applied for a place at an academically selective school, please indicate this in Section D of the *Expression of Interest* form on page 11 of this document.

You will also need to complete Section B, C or E, just in case your child is unsuccessful in gaining a place in one of these schools.

Intensive English Centres

Students from overseas countries who have little or no English may be eligible to attend one of the Intensive English Centres in Sydney or Wollongong or the Intensive English High School located in Sydney.

A list of the Intensive English Centres and Intensive English High Schools and information on their enrolment procedures is available at www.schools.nsw.edu.au/gotoschool/types/intensivecentre/index.php



Depending on your location, we offer a broad range of secondary schooling options to suit the varying needs, interests and talents of all students.

For further information, please contact your local primary school principal, the secondary school of your choice, or visit www.schools.nsw.edu.au

If you require an interpreter to assist you with your enquiry please call the Telephone Interpreter Service on **131 450** and ask for an interpreter in your language. This service will be free of charge to you.

Completing the Expression of Interest

If you need help completing this form, please ask your primary school principal.

You can indicate which school you would like your child to attend by completing the *Expression of Interest* form.

This form should be completed in English by parents and carers of all students requesting placement in Year 7 at a NSW government school next year. **It is not an application to enrol at the school.**

After this *Expression of Interest* has been processed, your child will be offered a place at a government school. The school will send you an *Application to Enrol*, which you should complete and return.

If you require an interpreter to assist you, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. This service will be free of charge to you.

There are four steps to enrolling your child in Year 7:

- deciding which school you would like your child to attend
- completing an *Expression of Interest* for placement at the school of your choice
- completing the *Application to Enrol* sent to you by the school offering your child a place
- following consideration of your application by the school principal, you will be advised if your child's application to enrol has been accepted.

Step 1 Decide which school you would like your child to attend

Your choices include:

- your **local** school – coeducational or single sex
- **specialist** schools
- a **specific program** in a school
- a **support class** for students with disability
- **non-local** schools.

Step 2 Complete the Expression of Interest to request placement at the school(s) of your choice

Please complete your child's personal details and sign the declaration in **Section A**.

Section B shows the name of your designated local school, based on your home address.

If you are seeking placement at your local school please sign Section B, and return the form by the due date.

If you are seeking other placements please list up to three schools in order of preference in Section C.

You can request placement in a:

- specialist school
- specific program within a school
- support class (in consultation with your primary school principal, who will submit an application to a placement panel)
- non-local school.

Please note that specialist schools, schools with specific programs and placement panels will have additional application requirements.

If you are unsure if you need to complete any additional forms, please make direct contact with the school in which you are interested.

There is an additional step if you are requesting placement in a non-local school.

Most schools have specific placement criteria for non-local enrolments.

If you are seeking a place at a non-local school, please provide reasons for seeking non-local placement, for example:

- proximity or access to the school
- brothers or sisters already enrolled at the school
- access to a single-sex or co-educational school
- disability or medical-related reasons

- safety and supervision of your child before and after school
- availability of subjects or combinations of subjects at the school
- your child's special interests and abilities
- compassionate circumstances
- the structure and organisation of the school.

The school enrolment panel will only consider the information on this form and other relevant documentation you provide.

If your child is not offered a place at your Choice 1 school, your child will be considered for placement at your Choice 2 school, then at your Choice 3 school, if applicable.

If you are not successful in gaining a place at one of your choices, the school will notify you. The school may indicate that you have been placed on a waiting list and you will be offered a place if one becomes available.

If your child is offered a place at one of your listed school preferences, you will not receive an offer from any other school that is lower in preference.

If no place is available at any of the schools you have requested, your child will be placed in the local school listed in **Section B**, subject to acceptance of your application to enrol by that school.

If you are dissatisfied with the outcome and feel you have not been treated fairly or that the result is unreasonable, you may lodge an appeal. The appeal should be made in writing to the secondary school principal.

If you have applied for an academically selective school please tick the box in **Section D** of this form and complete **Section B, C or Section E** in case your child is not successful in gaining a place at a selective school.

If you do not require a place in a government school please complete Section E.

The completion of **Section E** closes all action by NSW government schools relating to the placement of your child in Year 7.

Step 3 Complete the application to enrol

Once you have been offered a place in a school, you will be asked to complete an *Application to enrol in a NSW government school*. This will be sent to you during Term 2 or Term 3.

Please complete all details on this form and return it as soon as possible.

The final decision on enrolment will be made following consideration and acceptance of your application to enrol by the school principal. The principal may contact you for more information.

You will receive a letter confirming whether or not your child has been accepted for enrolment.

Step 4 Get to know your new school

Once you receive confirmation of your child's enrolment, it is important to learn about the new school to support your child's move to Year 7.

The school will organise transition activities and an orientation day for students who will be starting Year 7 the following year. Parents and carers are usually invited to this orientation day, which is typically held in early December. It helps your child find out about lessons and subjects in secondary school, the teachers, classrooms and school procedures, and provides an opportunity to meet fellow students.

You will be advised of the orientation day date by your new school, along with information about uniforms, travel options and other important details.

If you need an interpreter to assist you, please call the Telephone Interpreter Service on telephone number **131 450** and ask for an interpreter in your language. The interpreter will call the principal and will stay on the line to assist you with your conversation. You will not be charged for this service.

Information that will help your new school provide your child with learning and support

It is important that you provide your new school with information about your child's learning and support needs.

It is essential that you tell the school about any known allergies or other medical conditions relating to your child. This includes but is not restricted to information that your child has been diagnosed with anaphylaxis, asthma, diabetes or epilepsy.

If your child has been diagnosed as being at risk of anaphylaxis

please provide your child's new school with a current ASCIA Action Plan for Anaphylaxis that is completed and signed by your child's doctor.

Together with the ASCIA action plan the school will require an EpiPen® or Anapen® to support the emergency health response detailed in the plan. Please take note of the expiry date on the adrenaline autoinjector provided to the school and provide a replacement device ahead of time.

More information about ASCIA Action Plans for Anaphylaxis can be found on the Australasian Society of Clinical Immunology and Allergy (ASCIA) website.

If your child does not attend a NSW government school

If your child is in Year 6 and is not currently attending a government primary school, you can obtain an Expression of Interest form from any government school, your local DEC office or online at **www.schools.nsw.edu.au/gotoschool/highschool**

Local DEC office staff or school staff can determine your designated school. Once you have completed this form, please submit it to the school of your choice by the due date.

Please return this Expression of Interest on or before Friday 22 March 2013

For students currently enrolled in government primary schools, please return this form to your child's primary school. For students *not* enrolled in government primary schools, please return this form to the government secondary school that is your first preference for enrolment.



Privacy Statement

The personal information provided on this form entitled *Expression of Interest – Placement in Year 7, 2014 in a NSW government school* is being collected for the purpose of coordinating potential Year 7 enrolment applications in NSW government schools. It will be used by staff of the Department of Education and Communities for student administration and communication, analysis of parental choices and planning, student welfare and other matters relating to enrolment coordination. The information provided on this form may be disclosed to other schools and as required by law. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to promptly assist you in coordinating your child's future application for enrolment in a NSW government school. This information will be stored securely. You may access or correct any personal information provided by contacting your child's school.

Expression of Interest

Placement in Year 7, 2014

in a NSW government school

Please read the Privacy Statement on page 8 before completing this form.

SRN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section A – Student information

Student's family name

Date of birth

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
day			month			year	

Student's given name

<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
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Student's address (eg 1 High Street, Sydney, NSW, 2000)

Name of parent/carer

Phone contact numbers

Work

Home

Mobile

Student's current primary school

Declaration

I declare that the information provided in this Expression of Interest is, to the best of my knowledge and belief, accurate and complete. I recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed. I understand that any enrolments following this placement process will be subject to consideration and acceptance of an *Application to Enrol in a NSW Government School*.

Signature of parent/carer	<input type="text"/>	Print name	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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Section B – Placement at your local government school

The designated local school for your child is:

Primary school staff may choose to print stickers with the designated secondary school to place in this box.

If there are two designated local schools available to your child, please circle the school you would like your child to attend.

Please sign this section if you wish your child to attend this school.

Signature of parent/carer

Please tick this box if you have another child enrolled at this school

Date / /

Section C – Placement at other government schools

Other government school choices include:

- a **specialist** government school. Please note that specialist schools will have additional application requirements.
- a **specific program** in a government school. Please note that individual schools will have additional application requirements for specific programs.
- a **support class** through a placement panel to cater for students with additional learning and support needs.
- a **non-local** government school. Please outline your reasons for seeking non-local placement(s) at the bottom of this page (and on page 11 if required).

I wish to seek placement for my child at the following government schools:

Choice 1 school:

Choice 2 school:

Choice 3 school:

Please note that specialist schools, schools with specific programs and placement panels will have additional application requirements. You may wish to seek assistance from your primary school principal.

I understand that if my child is not successful in gaining placement in one of the above schools, she/he will be placed in the designated local school listed in Section B.

Signature of parent/carer

Date //

Primary school principal use only

Primary school principals may wish to include comments to assist secondary school principals make placement decisions. These comments should refer to the reasons given by parents and carers.

Signature of primary school principal

Date //

Only complete the information below if you are applying for placement at non-local schools. **You do not need to complete this section if you are applying for specialist schools, a specific program in a school or a support class.** If necessary, you may attach additional information in support of your request for placement at non-local schools. Refer to pages 6 and 7 for further information.

Name of Choice 1 school

If you are applying for a non-local school for your Choice 1 school, please outline your reasons for seeking placement at this school (refer to the school's specific enrolment criteria).

Section C (continued)

Name of Choice 2 school:

If you are applying for a non-local school for your Choice 2 school, please outline your reasons for seeking placement at this school (refer to the school's specific enrolment criteria).

Name of Choice 3 school:

If you are applying for a non-local school for your Choice 3 school, please outline your reasons for seeking placement at this school (refer to the school's specific enrolment criteria).

Section D – Academically selective school

I have submitted an application for placement in an academically selective school. My child will be sitting for the Selective High Schools test.

In case your child is not successful in gaining a place in this/these school(s), please also complete Section B, Section C or Section E on this form.

Section E – Placement not required

I will not be seeking to enrol my child in a NSW government school next year. My child will be attending the following school in 2014:*

Signature of parent/carer

/ / / Date

* Provision of this information is not required but would be appreciated.

Please return this form on or before Friday 22 March 2013.

PRIMARY SCHOOL OFFICE USE ONLY

Please see *Reference Guide – Procedures for Secondary School Enrolment Transition from Year 6, 2013 to Year 7, 2014.*

1. Students who have only applied for their designated local school

- Enter student information into ERN.
- Send original of EOI to designated local school (include temporary visa information if appropriate).

2. Students who have applied for one or more other schools

- Enter student information into ERN.
- The principal may wish to add comments in Section C of EOI if appropriate.
- Send copies of EOI and any other pages provided by the parent/carer to 'Choice 1' school (include temporary visa information if appropriate).
- Retain original of EOI until school placement is known. When placement is known, forward original of EOI to school where student has been placed.

3. Students who have applied for academically selective schools

For students whose parent/carer has signed Sections B and D:

- Enter student information into ERN.
- Send copy of EOI (with temporary visa information if appropriate) to the local school.
- Retain original of EOI until result of the academically selective school application is known. When placement is known, forward original of EOI to school where student has been placed.

For students whose parent/carer has signed both Sections C and D:

- Enter student information into ERN.
- The principal may wish to add comments in Section C of EOI if appropriate.
- Send copies of EOI plus any other pages provided by the parent/carer to 'Choice 1' school (include temporary visa information if appropriate).
- Retain original of EOI until school placement is known. When placement is known, forward original of EOI to school where student has been placed.

For students whose parent/carer has signed both Sections D and E:

- Enter student information into ERN.
- Retain original of EOI until result of the academically selective school application is known. When placement is known, forward original of EOI to the academically selective school where student has been placed. If student has not been successful in gaining a place at an academically selective school, file original of EOI in student's records.

4. Students with placement not required in a government school

- Enter student information into ERN.
- File original of EOI in student's records.