



NSW Department of Education

Moving into Year 7 in a NSW Government school

Apply online to start the transition of your child from Year 6 to Year 7.

Your child's local school

Most NSW Government schools have designated intake areas so that all school-age children will be eligible to attend a government school – their local school.

Your child's permanent residential address determines which school is your child's local school. The School Finder tool at education.nsw.gov.au/school-finder can help you locate the local school.

Most parents and carers in NSW choose their local school to provide an education of excellence for their child. The department's online enrolment system supports the transition to high school.

Local schools cater for students of all ability levels, including programs to challenge high potential and gifted students and programs for students with additional learning and support needs. They also offer a wide range of extra-curricular activities.

There are multi-campus colleges which 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), academically selective campuses, co-educational campuses and single-sex campuses.

There are also central schools which 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 extra-curricular activities.

If you are not able to apply online or you prefer not to, please complete the form starting on page 5 of this booklet. Return the completed form to your child's primary school.

Further information is available at

education.nsw.gov.au/public-schools/going-to-a-public-school/high-school-enrolment



Other school options

You may have reasons why you would like your child to attend a school that is not your local school.



Non-local (or out-of-area) schools

Schools with a designated intake area have an enrolment cap – the number of students that can be enrolled based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not accept non-local enrolments. Within the enrolment cap, some schools set a local enrolment buffer level to set aside places for local students arriving during the year.

Schools that are over or approaching their enrolment cap will not enrol non-local students, unless there are exceptional circumstances.

However, schools that have places below the buffer level may accept non-local students.

In schools where demand for non-local enrolment exceeds the number of available places below the buffer, schools must develop out-of-area enrolment criteria and establish a selection panel to consider non-local applications.

Specialist schools

Specialist schools provide a secondary education which focuses on a specific talent or interest. Specialist schools have been established for creative, performing and 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.

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 process.

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 only available online. Please note that no late applications will be accepted.

A list of academically selective schools and details of their enrolment procedures are available at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes>

Intensive English Centres

Use the School Finder tool at: <https://education.nsw.gov.au/school-finder> to locate high schools that provide Intensive English support.

Provide your home address or postcode to search for your local school map and select the Intensive English Centre button on "Nearby schools".

For further information, please contact your local primary school principal or the secondary school of your choice.

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

You can indicate which school you would like your child to attend by completing the Expression of Interest form for your local school and/or a maximum of 3 out-of-area schools.

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

Step 1: Complete the Expression of Interest to request placement at the government school(s) of your choice.

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.

For students currently enrolled in NSW Government primary schools you can complete the expression of interest online or complete the attached paper form and return it to your child's primary school. For students not currently enrolled in a NSW Government primary school, you can complete the expression of interest online or return this form to the NSW Government secondary school that you intend to enrol your child in.

All Expressions of Interest must be returned on or before the due date.

Step 2: Complete the application to enrol

Once your child has 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.

The application can be completed online or by filling out the paper form that 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 an email or letter confirming whether or not your child has been accepted for enrolment.

Step 3: 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 late November/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 further information please call the principal. If you need an interpreter to assist you, please call the Telephone Interpreter Service on **131 450** and ask for an interpreter. The operator will get an interpreter 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 adrenaline autoinjector 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.

Information to help you complete the Expression of Interest

Section A

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

Section B

Section B shows the name of your designated local school, based on your child's home address. Your child is entitled to a place at their local school.

If you are only seeking placement at your local school please sign **Section B**, and return the form by the due date. You have now completed the form.

If you have applied for an academically selective school, and you want your child to attend the local school if unsuccessful, also sign

Section C

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
- support class (in consultation with your primary principal) who will submit an application requesting the type of support class
- out-of-area school.

Please note that specialist schools, and placement panels for enrolment in non-local schools will have additional application requirements.

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

There is an additional step if you are requesting placement in an out-of-area school.

Schools have placement criteria for out-of-area enrolments where demand for out-of-area enrolment exceeds the number of available places below the enrolment buffer.

If you are seeking a place at an out-of-area school, please provide reasons for seeking out-of-area placement, for example:

- siblings already enrolled at the school
- proximity and access to the school
- access to a single-sex school
- medical reasons
- safety and supervision of your child before and after school
- availability of subjects or combinations of subjects at the school
- compassionate circumstances
- the structure and organisation of the school
- recent changes in the local intake area boundaries.

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 secure a place at their local school listed in **Section B**, subject to acceptance of your application to enrol by that school.

If you 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.

Section D

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.

Section E

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.



Expression of Interest

Placement in Year 7 in a NSW Government school.

Please complete this form in English

SRN

For office use only (parents/carers do not complete.)

(Office use only)

A. Student information

Family name

First given name

Middle (other) name/s

Gender Male

Female

Date of birth

 / /
day month year

Residential address (eg 1 High Street, Sydney, NSW, 2000)

Name of parent/carer

Phone number (mobile)

Phone number (home)

Phone number (work)

Email address

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

Print name

Date

 / /
day month year

B. Placement at your local government school

Your local school

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

Signature of parent/carer

Date

 / /
day month year

If you have signed above and want your child to **only** attend this school, you have now completed this form.

C. Consideration to be given to placement at other government schools

If you prefer that your child attend a non-local school, you can provide a maximum of three preferences.

You may include:

- a **specialist government school**. Please note that you are encouraged to seek assistance from the primary school principal if you wish your child to be considered for placement in a specialist school.a specific program in a government school.
- a school with **support classes** to cater for students with additional learning and support needs. Please note that this is through a placement panel. **You should seek assistance from the primary school principal if you wish your child to be considered for support class placement.**
- other **non-local** government school. Please outline your reasons for seeking non-local placement(s) at the bottom of this page (and on page 7 if required).

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

Choice 1 school	<input type="text"/>
Choice 2 school	<input type="text"/>
Choice 3 school	<input type="text"/>

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

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

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

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

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 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 2 and 3 for further information.

Name of Choice 1 school

Please outline your reasons for seeking placement at this school (refer to the school's specific enrolment criteria).

C. continued

Name of 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

Please outline your reasons for seeking placement at this school (refer to the school's specific enrolment criteria).

D. Academically selective school

I have submitted an application for placement in an academically selective school. My child will be participating in 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.

E. Placement not required

I confirm that my child will not be seeking placement at a NSW Government school next year. I have read and understood the information about this submission including the collection of personal information. My child will be attending the following school*

Signature of parent/carer

Date

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

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

Privacy Statement

The personal information provided on this form entitled Expression of Interest – Placement in Year 7 in a NSW Government school is being collected for the purpose of coordinating potential Year 7 enrolment applications in NSW Government schools. Any information provided to the NSW Department of Education (the Department) will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by the Department to meet its duty of care and other legal obligations and functions under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth – State funding agreements. These may involve evaluation and assessment of student outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting your child's school. If you have a concern or complaint about the information collected or how it has been used or disclosed, you should contact the school.

If you choose not to provide some requested information it may have a detrimental impact on your child's enrolment, resourcing of the school or meeting your child's educational needs.

Further information about the collection of information while your child is enrolled at a NSW Government school, and how we protect your privacy, is available on the Department's website or from your school. You can obtain a copy of the Department's Privacy Collection Notice at <https://education.nsw.gov.au/content/dam/main-education/about-us/rights-and-accountability/media/documents/privacy/collection-notice.pdf>

For students currently enrolled in NSW Government primary schools, please return this form to your child's primary school. For students not currently enrolled in a NSW Government primary school, please return this form to the NSW Government secondary school that you intend to enrol your child in.

All Expressions of Interest must be returned on or before the due date.



We acknowledge the homelands of all Aboriginal people and pay our respect to Country.

Say hello

 @NSWDepartmentofEducation
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[education.nsw.gov.au](https://www.education.nsw.gov.au)

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