



NSW Department of Education

# Moving into Year 7 in a NSW Government school | 2023

Time 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 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.

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.

Some are single-sex (boys or girls only) schools that accept students residing in their designated local enrolment area.

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.

For more information:  
[Education 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: [Education Selective High Schools & Opportunity Classes](#)

### Intensive English Centres

Use the School Finder tool at: [Education 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".



**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.

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

# 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 3 out-of-area schools.

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

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, 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 18 March 2022.

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.

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

### 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 and date **Section B**.

### 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 a 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.

### 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.

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 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 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.

### 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, Department of Education local office or online at: [Education High School Enrolment](#)



# Expression of Interest

## Placement in Year 7, 2023 in a NSW Government school

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

SRN

### Section A. Student information

Family name

First given name

Middle 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

### Section 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.

## Section 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 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**

**Choice 2 school**

**Choice 3 school**

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**

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**

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).

## Section 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).

## Section 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.*

## Section E. Placement not required

I confirm that my child will not be seeking placement at a NSW Government high 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 in 2023:\*

Signature of parent/carer

Date

/ /  
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, 2023* 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 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.

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 18 March 2022.**

# Primary school office use only

Please see Reference Guide – Procedures for Secondary School Enrolment Transition from Year 6, 2022 to Year 7, 2023.

## 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 the 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 the 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 the 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.