

Appeal Form (School Level) Year 6 to 7 Placement

Privacy Notice

1. The Department of Education (the department) and Victorian government schools require the information requested for this process to appropriately assess your appeal of the non-placement decision (the Appeal) and to contact you as required in relation to this process.
2. The information necessary for this process includes your child's name, date of birth, gender, permanent residential address and (when appropriate) evidence of exceptional circumstances. Providing this personal information ensures accurate and fair assessment for the Appeal process.
3. Your Appeal will be considered by the school's placement committee and/or Principal.
4. The placement committee and/or Principal may contact your child's current school, if relevant, to obtain further information that is necessary to assess your Appeal. Please ensure all personal information you have provided to the current school is current and up to date, including:
 - a) contact phone numbers and email addresses
 - b) permanent residential address
 - c) emergency contact details, and
 - d) copies of court orders and/or parenting plans including all Parenting Orders, Intervention Orders, Child Protection Orders and/or an Informal Carer Statutory Declaration.
5. The department may make reasonable enquiries to verify information that you have provided, for example, by contacting third parties such as any authorities or individuals that can verify the information regarding your child's circumstances.
6. If complete information is not provided in the Appeal Form, the outcome of your Appeal may be delayed or the placement committee and/or Principal may be unable to properly assess your Appeal.
7. If you are currently enrolled in a Victorian government school, when a different Victorian government school has made a placement offer, which you have accepted, personal and health information about your child will be sent to that school. Transferring information about a student to their next Victorian government school is in the best interests of students because it assists that next school to provide optimal education and support to each student. Refer to:
www2.education.vic.gov.au/pal/enrolment/guidance/student-transfers-between-schools
8. All information received by the department for the Appeal process will be securely stored and handled in accordance with the department's Privacy Policies. Only staff involved with the processing of the Appeal will have access to the information provided as part of this process. Refer to:
www.vic.gov.au/department-of-education-privacy-policy
9. If you have questions about the form or the Appeal process, or wish to update any information you have provided, please speak with your primary school. You may also contact the Department of Education by phone at 1800 338 663 or email us at enquiries@education.vic.gov.au.

Appeals information for parents/carers

If a government school decides not to offer your child a place, you can submit an appeal.

There are many reasons why a school may not be able to accept enrolments from students who live outside their school zone. These include, but are not limited to:

- **Capacity constraints** – they may not have enough capacity to offer enrolment to out-of-zone students
- **Increased local enrolments** – they might be experiencing, or forecast to experience, an increase in enrolments from within the school zone. This means they may have to leave some capacity for future students living in-zone
- **Staffing constraints** – schools may only have enough staff to take a certain number of enrolments.

Grounds for appeal

You may appeal a school's decision on the following grounds:

- **Compliance with the priority order of placement** – you believe the school has incorrectly applied the department's Placement Policy when prioritising applications
- **Permanent residence** – you believe that the school has not followed the correct process for determining your child's permanent address
- **Compassionate** – you require compassionate consideration of your child's exceptional circumstances, which make an enrolment at their designated neighbourhood school unsuitable.

Appeals on compliance with the priority order of placement

Victorian government schools must follow the department's Placement Policy. The Placement Policy helps schools determine who to enrol if they have limited places. The [Placement Policy](#) states that:

- Schools must offer placement to all students who reside within their zone.
- Schools should also offer places to students applying from outside the zone if they have sufficient accommodation.

Where schools cannot offer a place to all students who live outside of the school zone, schools will prioritise applications using the priority order of placement, as follows:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

An example of an appeal under these grounds may include that your child's sibling is currently enrolled at the school and will continue to attend in the relevant school year.

Appeals on permanent residence

To support each child's right to attend their local school, and to make sure the priority order of placement is followed, schools may need to verify a child's permanent residence. This can occur for both in-zone and out-of-zone children, either before an offer of enrolment or placement is made, or as a condition of the offer.

When assessing enrolment applications, schools may request that parents/carers provide supporting documentation, such as copies of rental agreements or exchanged contracts of sale, to assist them in verifying a student's permanent residence.

The following example does not necessarily meet the requirements under permanent residence:

- **Anticipated move** – Planning to move to a new address after the school year begins does not guarantee entry into the local school for that address. This includes situations where families are building/buying a new home or starting a new lease agreement. The school may only be able to offer your child a place after you have taken possession of the property and can provide proof that it is your new permanent residence.

If you are unable to provide sufficient proof of your permanent residence, schools may not accept your enrolment. For further information, please see: [Determining permanent residence](#).

Appeals on compassionate grounds

Schools will consider appeals on compassionate grounds in exceptional circumstances on a case-by-case basis. Parents and carers must be able to clearly demonstrate the relevant exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child. This may include:

- family violence
- wellbeing and safety concerns
- physical and/or mental health concerns
- children in out-of-home care.

Importantly, this is not a comprehensive list of exceptional circumstances whereby a family may seek an enrolment on compassionate grounds; each application will be dealt with on a case-by-case basis.

It is important to provide schools and regional offices with supporting evidence of your claim. This may include:

- legal documentation
- reports from allied health and/or medical professionals, the Department of Families, Fairness and Housing (DFFH) practitioners, Victoria Police and/or family violence services
- court orders.

The following examples do not necessarily meet exceptional circumstances on compassionate grounds:

- **Ease of transportation** – Having a school be more convenient for you to access via car, foot, public transport or carpool, or is closer to your workplace, family member's house (that is not the child's permanent address) and/or the school of your child's sibling/s may not be appropriate grounds for appeal.
- **Individual needs of a student with disability** – Under the Disability Standards for Education 2005, education providers are legally required to make reasonable adjustments for students with disability. On that basis, grounds for exceptional circumstances do not include concerns related to a student's disability where those concerns can be addressed by making reasonable adjustments (refer to: [Reasonable school adjustments for disability](#)).
- **Curriculum** – Preference for the school's curriculum program is unlikely to meet the grounds for exceptional circumstances, as all Victorian government schools deliver school-based curriculum programs that align with the Victorian Curriculum F-10 provided by Victorian Curriculum and Assessment Authority.

Appeal timelines

Date	Description
From Wednesday 2 July 2025	If your application was not successful, and you believe you have appropriate grounds to appeal the decision, you can lodge a written appeal with the <u>preferred</u> secondary school using the Appeal Form.
Friday 25 July 2025	Closing date for parents/carers to lodge appeal with <u>preferred</u> secondary school. The school's placement committee and/or Principal will consider your appeal.
By Tuesday 5 August 2025	The secondary school will notify you, in writing, of the outcome of your appeal.
From Wednesday 6 August 2025	If the appeal to your preferred secondary school is unsuccessful, and you believe your appeal has not been adequately considered, you may lodge a further written appeal to the relevant Department of Education Regional Director. The Regional Director will not consider your appeal if you have not appealed to your preferred secondary school in the first instance.
Tuesday 19 August 2025	Closing date for parents/carers to lodge a written appeal with the Regional Director. A panel of senior regional staff considers appeals and assesses them against the Placement Policy. This panel provides a recommendation to the relevant Regional Director who makes the final decision.
Any appeals received after this date will only be considered if the Regional Director considers there to be exceptional circumstances. If you wish to lodge a late appeal, please contact your regional office for advice.	
By Friday 10 October 2025	Regions will notify all parents/carers in writing of the outcome of a Regional Director appeal. This only applies to appeals received by the closing date of Tuesday 19 August.

Section 1: Student current school details

Student's current primary school	
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Section 2: Student details

Family name			
First name			
Second name			
Preferred name <i>(if applicable)</i>			
Date of birth <i>(dd-mm-yyyy)</i>	___ / ___ / ____	Gender	
Current permanent residential address			
Street number and name			
Suburb		Postcode	
Mailing address	<input type="checkbox"/> Same as residential <input type="checkbox"/> Different <i>(complete below)</i>		
Street number and name			
Suburb		Postcode	

Is the student at risk?	<input type="checkbox"/> Yes <i>(complete the below questions and attach a copy of any relevant orders)</i> <input type="checkbox"/> No	
Please describe risk		
Relevant orders attached	<input type="checkbox"/> Intervention Order <input type="checkbox"/> Protection Order	<input type="checkbox"/> Other <i>(please specify)</i>

Section 3: Parent / Carer details

Adult A		Adult B	
Relationship to student		Relationship to student	
Title (Ms, Mrs, Mr)		Title (Ms, Mrs, Mr)	
First name		First name	
Family name		Family name	
Phone number		Phone number	
Email address		Email address	
On weekdays, student lives with Adult A (tick one)	<input type="checkbox"/> Full time or mostly <input type="checkbox"/> Equal (split with Adult B) <input type="checkbox"/> Sometimes or never	On weekdays, student lives with Adult B (tick one)	<input type="checkbox"/> Full time or mostly <input type="checkbox"/> Equal (split with Adult A) <input type="checkbox"/> Sometimes or never
Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:	Permanent residential address	<input type="checkbox"/> Same as Section 2 <input type="checkbox"/> Different to Section 2, please complete:

Section 4: Government school preference

Allocated secondary school	
Designated neighbourhood school (local school) You can find your local school by visiting the Find My School website: findmyschool.vic.gov.au	
Preferred secondary school	

Section 5A: Grounds for appeal

Please select **one** of the reasons below as grounds for your appeal and complete **section 5B**.

The below options align with the [Placement Policy](#) and the grounds for appeal under [Appealing enrolment decisions](#).

Placement Policy	Grounds for appeal	
Guaranteed entry – students for whom the school is the designated neighbourhood school	Appeal on permanent residence	<input type="checkbox"/>
Priority 1 of the priority order of placement – students with a sibling at the same permanent address who are attending the school at the same time	Appeal on compliance with the priority order of placement	<input type="checkbox"/>
Priority 2 of the priority order of placement – all other students in order of closeness of their home to the school	Appeal on permanent residence and/or compliance with the priority order of placement	<input type="checkbox"/>
Overarching consideration – compassionate grounds (due to exceptional circumstances)	Appeal on compassionate grounds	<input type="checkbox"/>

Section 5B: Rationale for appeal

If appealing on compassionate grounds, please:

- explain the exceptional circumstances which you believe make an enrolment at your local school unsuitable for your child.
- attach supporting evidence of your claim.

Section 6: Signature of parents or carers

Privacy Notice Summary: To assist with the consideration of your appeal, the committee and/or principal may seek information about you and your child. The full Privacy Notice is attached to this form.

- ☐ I declare that all the information provided in this appeal is, to the best of my knowledge, true and correct and I have read the attached Privacy Notice.
- ☐ If applicable: I have attached documents in support of my appeal.

Adult A Signature		Adult B Signature	
Date	/ / 2025	Date	/ / 2025