Dear Parent or Carer

Your child’s primary school education is coming to a close. It is now time to consider the many opportunities that are available to Year 6 students who will be seeking placement in a NSW public secondary school next year.

Our public secondary schools are very successful in preparing young people to lead full and satisfying lives, and to handle the challenges of the contemporary world. For more information about the advantages of enrolling your child in a public secondary school, please read the information leaflet Why choose a public high school?

We also offer a variety of schools to meet the needs, interests and talents of all students. For more information about public secondary schools, please read the information leaflet What are your public high school options?

Enrolling your child in a public secondary school is a four stage process:

1. deciding which public secondary school you would like your child to attend
2. completing an expression of interest for placement at the school of your choice
3. completing an application to enrol at that school, and then
4. enrolling your child, following consideration and acceptance of your application by the school principal.

For more information about this process, please read the information leaflet How to enrol your child in Year 7 at a public high school.

Please note the following important information:

- This Expression of Interest form allows you to indicate which secondary school you would like your child to attend. It is not an application to enrol.
- This form should be completed by parents and carers of all students requesting placement in Year 7 at a NSW public secondary school next year.
- If you would like your child to attend a selective secondary school, you should have also completed the Year 7 Selective High School Placement application form that was available in November last year.
- If you would like your child to attend a specialist secondary school that conducts separate enrolment procedures, e.g. a performing arts high school or sports high school, you should also complete the additional enrolment form that is available from that school.
- If you are in doubt about whether you need to complete any additional forms, please make direct contact with the secondary school in which you are interested. 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.

Please return this Expression of Interest on or before Friday 19 March 2010.
How to fill out this form

Section A
Student information
All parents and carers please complete Section A.

Section B
Placement at your local secondary school
Section B provides you with the name of your child’s designated local secondary school. If this is the school that you wish your child to attend, please complete Section B.

Please note that the final decision on enrolment at your local secondary school will only be made following consideration and acceptance by the school principal of an Application to Enrol in a NSW Government School.

Section C
Placement at a non-local secondary school
If you are seeking placement for your child at a non-local secondary school, please complete Section C. You may seek placement in up to three (3) non-local schools. Schools should be listed in priority order.

Please also 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 is sought
■ 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.

You should also ask at each of these non-local schools about any special placement criteria they may have. If there are special criteria, please make sure that you write about these in Section C.

Please note:
■ If your child is successful in being offered a place at a non-local school, the principal of that school will notify you in writing and send you an application to enrol.
■ If your child is not successful in being 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 your child is offered a place at a non-local school, you will not receive an offer from any other non-local school that is lower in preference.
■ If no place is available at any of the non-local schools you have requested, your child will be placed in the designated local secondary school named in Section B.
■ If you are dissatisfied with the outcome and feel you have not been treated fairly or that the result is unreasonable, you may seek a review. Review procedures are explained in the Complaints Handling Policy www.det.nsw.edu.au/policies/.
■ The final decision on enrolment at the non-local school (or your local secondary school, if not successful) will only be made following consideration and acceptance by the school principal of an Application to Enrol in a NSW Government School.

Section D
Selective high schools and specialist high schools conducting separate selection procedures
Selective high schools, agricultural high schools, performing arts high schools and sports high schools usually have separate selection procedures, in addition to the procedures used in this form. Please complete Section D of this form if you have also applied for placement in one of these schools.

If you complete Section D, please also complete Section B, Section C or Section E of this form, just in case your child is unsuccessful in gaining a place in one of these schools.

Please note that the final decision on enrolment at a selective or specialist secondary school will only be made following consideration and acceptance by the school principal of an Application to Enrol in a NSW Government School.

Section E
Placement not required
Please complete this section if you intend to enrol your child in a non-government, interstate or overseas school next year, and therefore do not require placement in a NSW public secondary school. Please note that the completion of Section E has the effect of closing all action by NSW government schools relating to the placement of your child in secondary school.
Placement of students not currently attending government primary schools

Groups of students from non-government schools
In areas where non-government primary schools send groups of Year 6 students into Year 7 at government secondary schools, government secondary school principals will distribute Expression of Interest forms and parent information sheets to each non-government primary school and ensure that non-government school principals are aware of Year 6-7 transition processes and timelines.

Individual students from non-government schools
Parents/carers of individual students who are not part of a group should contact the government secondary school which is their first preference for enrolment to request an Expression of Interest form for placement at that school.

Expression of Interest forms can also be collected from your local Department of Education and Training regional office or can be downloaded from www.schools.nsw.edu.au/gotoschool/highschool. Parents and carers will be asked to return these forms to the government secondary school of their choice. The name of your designated local secondary school will be entered on the form by staff at the regional office.

Please return this Expression of Interest on or before Friday 19 March 2010

- 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 for Placement in Year 7 at a NSW Government Secondary School in 2011 is being collected for the purpose of coordinating potential Year 7 enrolment applications in NSW Government Schools in 2010. It will be used by staff of the Department of Education and Training 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. 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 the school.
Expression of Interest for placement in Year 7 at a NSW Government Secondary School in 2011

Please read the information and Privacy Statement on the previous pages before completing this form.

Section A – Student information

Student’s family name

Student’s given name

Date of birth

Day  Month  Year

Student’s address (e.g. 1 High Street, Sydney, NSW, 2000)

Name of parent/carer

Phone contact numbers

Work  Home

Mobile

Student’s current primary school

Section B – Placement at your local government secondary school

The designated local secondary school for your child is:

Please sign this section if you wish your child to attend your designated local secondary school. In the event that there are two designated local secondary schools available to your child, please indicate which of these two schools you would like your child to attend:

Signature of parent/carer

Date

Section C – Placement at a non-local government secondary school

Please complete Section C (next two pages) if you are seeking permanent placement for your child at a non-local secondary school.

Section D – Selective and specialist secondary schools

Please complete this section if you have also submitted an application to a government secondary school that conducts separate selection procedures, e.g. selective high schools, agricultural high schools, performing arts high schools and sports high schools. In case your child is not successful in gaining a place in these schools, please also complete Section B, Section C or Section E on this form.

I have already applied for a place for my child at the following government selective, agricultural or specialist high school(s):

Signature of parent/carer

Date

Section E – Placement not required

I will not be seeking to enrol my child in a NSW government secondary school next year. My child will be attending the following school in 2011:

Signature of parent/carer

Date

* Provision of this information is not required but would be appreciated.
Section C – Placement at a non-local government secondary school

I wish to seek placement for my child at the following non-local government secondary schools:

Choice 1 school: 

Choice 2 school: 

Choice 3 school: 

Please note:

■ Most schools have specific placement criteria that will determine whether or not they can accept your child. Some schools also have special entry requirements. We suggest you contact each school to obtain details of their placement criteria and any special entry requirements.

■ Please also complete the next page and tell us why you would like your child to attend each of these schools. We suggest you specifically tell us how your child meets each school’s criteria or special entry requirements.

I understand that if my child is not successful in gaining placement in one of the above schools, or placement in a selective or specialist secondary school, she/he will be placed in the designated local secondary school listed in Section B, subject to consideration and acceptance of an Application to Enrol in a NSW Government School.

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 

Section C has two pages. Please complete both pages.

Please read the information sheet for parents and carers before completing this section.

You may also wish to seek assistance from your primary school principal in completing this section.
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If necessary, you may attach additional information in support of your request for placement at each of these schools.