



Transition Program Frequently Asked Questions (FAQs)

2020-2021

1. How can I enrol my child in Year 7 at St Albans Secondary College?

Government Primary Schools will distribute Application for Year 7 Placement 2021 form (“the Application Form”) to families. Please note that due to the impact of COVID-19, primary schools may decide to distribute the 2020 Parent/Carer Pack electronically or via their website. Families may list up to three government schools in order of preference. If St Albans Secondary College is your preferred school, list it as your **first preference**.

2. Where can I obtain the Application Form if my child attends a non-Government primary school?

The Parent/Carer Pack can be accessed from the Department of Education and Training’s Moving from Primary to Secondary School webpage, [click here](#) to access the document. The Parent/Carer Pack contains the Application Form.

3. How do I know if St Albans Secondary College is my designated neighbourhood school?

The designated neighbourhood school is generally the school within closest proximity to the student’s primary residential address.

Use findmyschool.vic.gov.au to search for your local secondary school.

4. Will I need to provide proof of address?

Yes. You will need to provide a:

1. rental agreement or unconditional contracts of sale
2. utilities bill

3. council rates notices
4. other official documentation that demonstrates permanent residency at that address such as a driver's license or health care card.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

5. Can I still apply to St Albans Secondary College if it is not my local school?

Yes, you can still apply by listing St Albans Secondary College as your first preference on the Application form. However, due to the high enrolment applications that we receive we must manage applications in accordance with the priority order of placement set out by the Department of Education and Training.

6. Will my child receive a place at St Albans Secondary College if their siblings are current students at the College?

The **Placement Policy** prioritises students living within the designated neighbourhood area and the siblings of students already attending the school.

7. When does the Application form need to be returned?

The Application form must be returned by **Friday 29 May 2020**.

8. Who do I return the Application form to?

If your child attends a government school:

The Application form is to be returned to your child's **primary school**. Please follow the arrangements that are made from your child's Primary school on how to return the Application form.

If your child attends a non-government (Catholic, Independent and home) school:

Download the Year 7 Placement Information Pack and **application form**. Complete the form and return it to the General Office at **St Albans Secondary College** by Friday 29 May 2020.

9. How should international fee-paying students in a primary school apply for placement in Year 7?

International fee-paying students can apply for enrolment at www.study.vic.gov.au
For further information on our International Students Program, contact our International Students Coordinator on 9366 2555, Ext. 3.

10. When will I receive a notification of my child's year 7 placement?

Primary schools will notify parents and carers of Year 6 students of placement offers, in writing on Wednesday 19 August 2020.

11. What happens if a student does not receive a place at St Albans Secondary College?

The student will be allocated to another secondary school on their list of preferences or to their designated neighbourhood school.

12. How do I make an appeal about my child's Year 7 placement for 2021?

An appeal may be lodged using the Year 6 to Year 7 Transition Placement Appeal form which is available either from your primary school or the General Office at St Albans Secondary College. This written appeal should be lodged at the General Office at St Albans Secondary College by Monday 31 August 2020. It will be considered by the school's placement committee and/or Principal and you will receive written notification of the outcome by Friday 11 September 2020.

13. When will I receive information about purchasing books and uniform?

Information will be provided in the August and November packages sent by post to your home address.

14. How can my child apply for the SEAL or Scholarship Programs?

Please refer to our SEAL Program brochure and Scholarship Brochure on our website at www.stabanssc.vic.edu.au for more information. Click here for the [Application form](#).

15. Who do I contact if I have any questions?

You can contact the General Office on 9366 2555 or by email at st.albans.sc@edumail.vic.gov.au

Other contacts include:

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