

Transition to School Information Pack 2022-2023



Guide for parents and carers with children in kindergarten

Inner and Outer East Areas - North Eastern Victoria Region

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Authorised by the Department of Education and Training,

2 Treasury Place, East Melbourne, Victoria, 3002



Education
and Training

Dear parents and carers,

As your child will soon be starting school, it is time to decide where they will attend primary school. This Information Pack focuses on enrolling in a government primary school. If you are considering a government specialist school, or other setting, you are advised to make direct contact with that school.

Enrolling your child, or children, in Foundation (Prep) is an important choice. The Department's [findmyschool](http://www.findmyschool.vic.gov.au) website allows you to locate your designated neighbourhood school based on your permanent residential address. The website is the official and most up to date source of information on school zone maps.

Your child has a right to enrol in their designated neighbourhood school; this right is set out in the [Education and Training Reform Act 2006](#). Your designated neighbourhood school is determined on the basis of your permanent residential address. Every designated neighbourhood school is a great school that provides a supportive environment to foster the emotional and intellectual growth of its students.

Applications to schools other than your designated neighbourhood school are subject to the school having available spaces, as outlined in the Department's Placement Policy.

The transition timeline and *Frequently Asked Questions* (FAQs) contained in this document will help you navigate the transition to primary school process.

What you need to do

1. Read the Department's Placement Policy including the permanent address guidelines and the priority order of placement at: [Enrolment: Placement Policy | education.vic.gov.au](http://education.vic.gov.au).
2. Locate your designated neighbourhood school or preferred school using www.findmyschool.vic.gov.au
3. Contact your designated neighbourhood school and submit an enrolment application for Foundation by **12 August 2022**.

Your primary school will notify you of the outcome of your child's Foundation enrolment application by **26 August 2022**.

Fee-paying International students

Fee-paying international students are not required to complete this form. For enrolment in a government school, make an application online at: www.study.vic.gov.au.

More information

Contact your primary school if you require more information about the enrolment process and transition arrangements.

We wish your child well in their transition to primary school and trust that primary schooling will be a richly rewarding experience.

Inner & Outer East Area Transition to School Timeline 2022-2023

FOR PARENTS and CARERS

Recommended timeline to support children transition from kindergarten to Foundation (Prep) in a government primary school recognising that some children may require a more comprehensive transition plan to meet their individual needs.

Activities	Recommended Time/Date
Obtain a copy of the <i>Transition to School Information Pack 2022-2023 – Guide for parents and carers with children in kindergarten</i> from your child's kindergarten or from your designated neighbourhood school. Your designated neighbourhood school can be located at www.findmyschool.vic.gov.au	From 14 March
Contact primary school and/or specialist school to book a tour and source information.	During Terms 1 and 2
Attend Open Nights, Education Week celebrations and information sessions to support your child's transition to school.	From Term 2
Submit an enrolment application for a Foundation (Prep) placement for the 2023 school year.	By 12 August
Primary schools notify parents and carers of Foundation (Prep) placement offers, in writing. Places are allocated according to the Priority Order of Placement in the Department's Enrolment: Placement Policy	By 26 August
School enrolment information sessions commence for families of all enrolled children.	From 29 August
Transition planning commences for children with diverse learning needs, including children in out of home care, families who identify from Aboriginal and Torres Strait Islander backgrounds, and children with a disability or additional learning needs — this includes convening a Program Support Group and developing a transition plan that may involve additional visits to the primary school.	During Term 3
Early childhood services commence developing the Transition Learning and Development Statement (TLDS), including engaging families and children.	From the start of Term 4
Transition to school sessions commence for enrolled children. Most children will participate in four sessions - your child's school will provide more details and confirm the dates. Primary schools may provide additional visits or transition activities for children with additional needs.	During Term 4
Ask your child's early childhood educator or new Prep teacher for tips on things you can do during the summer holidays to help prepare your child for school. Tips in English and other community languages can be found at Tips for starting school .	Before the end of Term 4
Foundation (Prep) assessments are conducted to allow primary schools to develop a deeper understanding of your child's abilities and to develop programs to meet their needs.	Start of 2023 school year
You are encouraged to complete the Child Entrant Health Questionnaire to identify health and wellbeing concerns and provide school nurses with a tool to assess the health and wellbeing of your child.	Throughout the 2023 school year

Transition to School: Frequently Asked Questions (FAQs)

1. At what age should my child start primary school?

Your child must be at school in the year they turn six years of age. This is the compulsory school starting age and the age at which most children start school.

Children with a birth date between 1 January and 30 April can start school in the year they turn five. If your child is in this age group, you will need to consider if starting school earlier or later will be in the best interest of your child. Schools and early childhood professionals can provide advice to help you make an informed decision about the best age for your child to start school.

2. My kindergarten teacher mentioned that my child may benefit from a second year of funded kindergarten. When do we need to decide?

Your kindergarten teacher should discuss with you the most appropriate environment to address your child's learning needs and the timeline and tasks for applying for a second year. Applications are due by the end of Term Three.

3. My child will be turning six this year and going to kindergarten, not school - what do I need to do?

You will need to submit a school exemption application to the Department of Education and Training (DET). The exemption form can be found on the DET website [Going to kindergarten if your child is six years old](#). Applications are due by November 1.

4. What is the legislation that gives my child the right to enrol in their designated neighbourhood school?

Children of compulsory school age are guaranteed the right to enrol in their local school by the [Education and Training Reform Act 2006 \(Vic\)](#), which states, "A

child of compulsory school age is entitled to be enrolled at his or her designated neighbourhood Government school". Designated neighbourhood schools can be identified online at www.findmyschool.vic.gov.au.

The *designated neighbourhood school* is generally the government school within closest proximity to the child's permanent residential address unless the Minister for Education or Regional Director has restricted the zone of the school.

5. When do I enrol my child in primary school for Foundation (Prep)?

You are required to enrol your child at a Victorian government primary school by 12 August 2022. If you are moving to a new area, or from interstate or overseas, your child can enrol at any time during the year once your child is permanently residing at your new address.

6. Where can I find the Victorian school term dates?

School term dates for 2022 to 2030 are available at [School Term Dates](#)

7. How can I learn more about the Victorian education system?

If you are moving to Victoria from overseas or interstate, information about education in Victorian regional schools and schools in Melbourne can be found at [Studying in Victoria](#)

8. How do I choose a school?

Your child will usually go to their designated neighbourhood school. For more information, please see: [School zones | Victorian Government](#)

You can also choose to send your child to a:

- different government school if they have places available, or a
- Catholic or independent school.

You can read about the different options on the Department's website at [Types of schools](#)

The allocation of a place in a secondary school is not linked to the primary school your child attends. Government secondary schools are zoned, and your designated neighbourhood secondary school is based on your permanent residence.

It is important to consider what this might mean for your child in terms of their friendship group as they transition from primary to secondary school.

9. How can I find my designated neighbourhood school (local) school?

Visit www.findmyschool.vic.gov.au and type in your permanent residential address. The website will then locate your designated neighbourhood government school.

The Department reviews school zones annually. Zones may be adjusted to reflect new schools, changing provision at existing schools, or to address changing demand and demographics of the local population. Most zones do not change.

For information on Catholic and independent schools visit [Catholic Education Melbourne and Independent Schools Victoria](#)

10. Can my child attend a government school that is not our designated neighbourhood school?

You can request a Foundation (Prep) placement at a school that is not your designated neighbourhood school. That school may be able to offer a place if there is sufficient accommodation or if the request aligns with the school's enrolment management plan (if they have one).

When there are insufficient places at a school for all students who seek entry, children are enrolled according to the Priority Order of Placement under the Department of Education and Training's Placement Policy. The Placement Policy prioritises children living within the school zone and siblings of students already attending the school. The Department's Regional Directors may also restrict enrolments at a school, including restriction of siblings.

You can contact your preferred school to find out if there are any restrictions that limit the number of Foundation (Prep) places the school can offer.

For more information, refer to the Department's websites on [School zones](#) and the [Placement Policy | education.vic.gov.au](http://education.vic.gov.au)

11. How do I enrol my child at school for Foundation (Prep)?

To enrol your child in a Victorian government school you will need to fill out an enrolment form at that school and provide the school with important information about your child, including:

- evidence of your child's date of birth (if they were not born in Australia, a passport or travel document such as a visa)
- your contact, phone, and address details, and that of any other parent, guardian and/or carer
- names and contact details of emergency contacts
- doctor's and dentist's names and phone numbers
- Immunisation Status Certificate
- health and welfare information
- information about the language/s your child speaks and hears at home
- custody orders (if applicable)
- documents that show proof of permanent residential address.

Enrolment forms are available at each school. If you need an interpreter to help fill out the enrolment form, the school staff can help organise this for you.

For more information about enrolling in a government school, go to

[Starting primary school guide | Victorian Government](#)

12. Who may sign the enrolment form?

Where practicable, all parents or carers with parental responsibility for your child should sign the enrolment form.

For the purposes of this form, a parent includes any person who has parental responsibility for the child, including by way of Court order or parenting plan, a guardian for adult students, and an informal carer of the child under an Informal Carer Statutory Declaration. For further information, see: [Decision Making Responsibilities for Students: Policy | education.vic.gov.au](https://www.education.vic.gov.au/Decision-Making-Responsibilities-for-Students-Policy).

Where it is not practicable or possible for parents/carers to sign a single form, this should be communicated to the primary school who will work with you and the Department's regional office to develop a solution for the specific situation of your family.

For more information see: [Decision Making Responsibilities for Students: Policy | education.vic.gov.au](https://www.education.vic.gov.au/Decision-Making-Responsibilities-for-Students-Policy)

13. If a child has two permanent addresses, how is the designated neighbourhood school decided?

If a student resides at multiple addresses, their 'permanent residence' is the address at which the student spends the majority of their weekdays.

If the student spends an equal amount of time at two addresses, both addresses will be considered as their permanent address, and they will be entitled to enrol in either one of the designated neighbourhood schools for both addresses.

For more information refer to the Department's website:

[Determining permanent residence | education.vic.gov.au](https://www.education.vic.gov.au/Determining-permanent-residence)

14. Can I appeal my child's Foundation placement for 2023?

Parents and carers can appeal against a school's decision not to offer a place to their child. In the first instance, you should lodge a written appeal with that school. The school

can provide a placement appeal form to help you with this process.

Your appeal will be considered by the school's placement committee and/or Principal and you will receive written notification of the outcome.

If your appeal to your preferred primary school is unsuccessful and you believe that your grounds have not been adequately considered, you may lodge a further written appeal to the relevant Department of Education and Training Regional Director.

15. Can I get help with the cost of school uniforms and books?

You may be eligible for assistance to help with some school costs such as camps and excursions, school uniforms or books, if you hold an eligible concession card or you meet other special eligibility criteria. You are encouraged to talk to your school Principal, Assistant Principal or Student Welfare Coordinator about your situation and they will assess your eligibility for assistance.

For more information see:

[Help with school costs and fees | Victorian Government](https://www.vic.gov.au/help-with-school-costs-and-fees)

16. How can I support my child to transition to primary school?

Local early childhood services and schools organise their own transition to school programs and activities each year. To find out more, talk to your child's early childhood educator or contact the school where your child is enrolled.

Participating in transition to school programs and activities will help you and your child

- get a better understanding of what school will be like
- establish friendships with other children and families who will be attending the school.

Primary schools will offer a range of transition sessions commencing in Term 4 prior to the year of enrolment. It is recommended that you also attend these transition sessions with

your child to familiarise yourself with the school and its environment.

Your school may also provide more visits or transition activities for students with additional needs. Contact your school for more information.

You can also check out the Department's tips for parents to help prepare children for primary school: [Tips for starting school | Victorian Government](#)

17. What is a Transition Learning and Development Statement? Will my child's kindergarten/childcare share it with the primary school?

To make it easier to share information with you and your chosen school, your child's early education service will write an individual Transition Learning and Development Statement (Statement) that summarises your child's interests, skills and abilities and identifies individual approaches and teaching strategies to support your child on their learning journey.

The information in the Statement helps Foundation teachers get to know the children entering their classes, and to plan appropriate learning and teaching programs. The Statement is not a report card.

It is important for you to contribute to the Statement, as it will give your child's new teacher a better understanding of your child and help the school to plan for your child's continued learning and wellbeing as they settle into school. You can ask to receive a copy.

Ask your early childhood education service for more information or visit the Department's website at [Moving from kindergarten to school](#)

In addition to the information schools receive as part of the Statement, schools are obliged to conduct a range of assessments with each child when they enter Foundation (Prep). These assessments are typically carried out early in the year to allow primary schools to develop a deeper understanding of the strengths and areas for further development of children and to develop programs to meet their needs.

Primary schools have different approaches to the scheduling of these individual assessments. Contact your primary school for details on how they will conduct assessments for your child.

18. What assistance is available to support my child's travel to and from school?

A range of transport options are available to eligible young people, including the School Bus Program, travel to specialist schools, the Students with Disabilities Transport Program and conveyance allowance.

For more information, please see: [Travelling to school | Victorian Government \(www.vic.gov.au\)](#)

19. My child has a disability, how can I ensure their additional needs are met?

To assist your child's transition to school, it is important that you are open and honest with the school about your child's needs. This includes sharing information about your child's learning and development in early childhood settings, and assessments and reports from professionals. Sharing information will enable the school to work with you to develop strategies to support your child.

20. What supports are available for my child who has additional needs?

The Department provides policies, programs, and resources for schools to support the delivery of high-quality schooling for all students, including students with disabilities. These resources include psychologists, social workers, speech pathologists, visiting teachers, and specific early identification and intervention programs, including:

- **The Program for Students with Disabilities** - offering targeted supplementary funding to provide individualised support for eligible children with high support needs.
- **Disability Inclusion** - a reform initiative currently being introduced through a staged roll-out, providing extra support for children with disability in government schools.

Find out more about these programs at [Disability support at school | Victorian Government](#)

Schools can access funding and resources to support students in a number of ways:

- **Teaching and Learning** – including teachers and specialist staff (for example, Special Needs Coordinator, occupational therapists, speech pathologists), teacher professional development, specialist equipment/materials and assistive technology, and education support staff.
- **Training and funding** – for staff who assist children requiring regular, complex medical support at school
- **Accessible Buildings Program** – provides improved access to mainstream school facilities for children and parents with injuries or disabilities. Facility modifications may include ramps and handrails (including temporary ramps), toilet and shower modifications, modifications for vision or hearing impairments (for example, sound field systems), change tables and hoists, and limited external works to improve access.

Student Support Groups – schools work with parents and carers to plan and monitor support for children with additional needs through Student Support Group meetings (SSGs). SSGs provide you with the opportunity to participate in joint planning for your child and to monitor their progress at school. Student Support Groups ensure those with the most knowledge of, and responsibility for your child, work together with you to set shared goals for your child's education, plan reasonable adjustments for your child to access the curriculum, provide educational planning that is ongoing throughout your child's school life, and monitor your child's progress.

This will include developing an Individual Education Plan (IEP) for your child. An IEP is a written statement that describes the adjustments, goals, and strategies that will support your child to reach their full potential.

More information on programs and supports for children starting school is available on the Department's website at [Starting school for children with additional needs | Victorian Government](#)

21. Can my child enrol in a specialist school?

There are specific criteria for enrolling your child in a specialist school. These criteria are used to establish eligibility against the Program for Students with Disabilities guidelines.

You will need to contact the relevant specialist school to assess enrolment eligibility for your child. In addition to the enrolment requirements, eligibility is further determined by your residential address. See the appendix for further specialist school information.

22. How can I ensure a smooth transition for my child into Foundation (Prep) at a government school?

You are advised to contact your child's primary school. You can make an appointment with the Principal or Assistant Principal to discuss additional assistance that may be required to support your child. Primary schools may request that families provide information, such as reports and assessments for targeted funding (if applicable). You can support this process by providing any requested documentation as soon as practicable.

23. What is the Primary School Nursing Program and can all children access it?

The Primary School Nursing Program is a free service offered to all children attending primary schools and English Language Centre schools in Victoria.

Primary school nurses visit schools throughout the year to provide children with:

- the opportunity to have a health screening assessment
- information and advice about healthy behaviours.

They also link children and families to community-based health and wellbeing services.

24. What support is available at primary school for my child who is still learning English as an additional language?

You can be confident that your child's school will provide additional language support as appropriate. Contact the school for further information.

25. I am caring for a child in out of home care and would like more information on how I can help them to thrive at primary school.

You are encouraged to speak to your child's school about the resources and supports they will provide, as well as things that you can do to encourage and support your child's learning.

LOOKOUT Education Support Centres also provide advice and support to carers regarding all aspects of a child's education. They aim to boost the capacity of schools, carers, child protection practitioners and out of home care services to improve educational outcomes for all children and young people living in out of home care

If you would like more information or advice, please contact the LOOKOUT Centre, North Eastern Victoria Region at lookout.nev@education.vic.gov.au

26. Who can I contact for advice on Koorie education in schools?

Primary schools, parents and community can obtain assistance with Koorie cultural inclusion, Koorie education guidance and support through their region by contacting the Koorie Education Coordinators (KEC).

In the Inner East, please contact Arbup Peters (KEC): Arbup.Peters@education.vic.gov.au or 0401 295 858.

In the Outer East, please contact Colleen Garner (KEC): Colleen.Garner@education.vic.gov.au or 7505 4395.

Alternatively, you can phone the North-Eastern Victoria regional office on 1300 333 231 and ask to speak to the Koorie Engagement Coordinator.

The KEC will arrange for a Regional Koorie Engagement Support Officer (KESO) to be assigned to any school where contact with Koorie families is requested.

27. How do I find the contact details of my regional office?

You can find the regional office contact details and locations on the Department's website at [Office locations](#)

Contact the North Eastern Victoria Region directly via email: nevr@education.vic.gov.au or phone: 1300 333 231.

Addendum

Transition for children with a disability or developmental delay

All children benefit from preparation and planning to facilitate effective transition to school. This is particularly important for children with a disability or a developmental delay. Establishing early links with your child's prospective school is a key strategy in supporting their transition.

If you are uncertain which school your child will attend the following year, Term 2 is a good time to investigate school options, including whether a specialist school is the most suitable option for your child. Specialist schools teach students from kindergarten to Year 12 and students must meet the school's enrolment criteria.

If your child has a mild intellectual disability or a physical disability, or you would like to know what other schooling options might be available, including details of other specialist setting schools in the North East Victoria Region, go to findmyschool.vic.gov.au

Outer East Specialist Schools

The Outer East Area has three specialist schools, offering support for students with moderate to severe intellectual disability, or autism spectrum disorder with an intellectual disability. Information about each school is listed below.

Croydon Special Developmental School

Provides education for students who have a moderate to profound intellectual disability across Foundation to Year 12.

For more information visit:

<http://www.croydonsds.vic.edu.au/>

Email: croydon.sds@education.vic.gov.au

Phone: 9725 4933

Contact: The Principal, 71-95 Belmont Road East, Croydon 3136

Eastern Ranges School

Provides education for students with an autism spectrum disorder and an intellectual disability across Foundation to Year 12.

For more information visit:

<https://easternrangesschool.vic.edu.au/>

Email:

eastern.ranges.sch@education.vic.gov.au

Phone: 9758 3772

Contact: The Principal, Cnr Dorset Rd & Alma Ave, Ferntree Gully, 3156

Yarra Ranges Special Developmental School

Provides education for students who have a moderate to profound intellectual disability across Foundation to Year 12.

For more information visit:

<http://yarraranges.vic.edu.au/>

Email:

yarra.ranges.sds@education.vic.gov.au

Phone: (03) 9736 2499

Contact: The Principal, 20 Burdap Drive, Mount Evelyn, 3796 (P.O. Box 19)

Inner East Specialist Schools

The Inner East Area has nine specialist schools, offering support for students with mild to moderate intellectual disability, moderate to severe intellectual disability, hearing impairments, physical disability and complex health, and autism spectrum disorder. Information about each school is listed below.

Ashwood School

A school providing educational programs for students with a mild intellectual disability from 5 to 18 years of age.

For more information visit:

www.ashwoodsch.vic.edu.au

Email:

ashwood.sch@education.vic.gov.au

Phone: (03) 9808 7444

Contact: The Principal, Montpellier Road, Ashwood, 3147

Aurora School

An early years school providing a state wide service to deaf and deaf blind children and their families. Aurora provides a school based Early Education program that includes Kinder and Prep (3-6 years), with individualised programs for deaf blind and deaf children with additional support needs.

For more information visit:

www.auroraschool.vic.edu.au

Email: enquire@auroraschool.vic.edu.au

Phone: (03) 8878 9878

Contact: The Principal, 96 Holland Road, Blackburn South, 3130

Belmore School

Belmore School caters for students aged 5 – 18. The school provides expert education, care and support for students with a range of disabilities, including physical disabilities, intellectual disabilities, Autism Spectrum Disorder, visual impairment, or complex health issues that require paramedical aid.

For more information visit:

www.belmoreesc.vic.edu.au

Email: belmore.sch@education.vic.gov.au

Phone: (03) 9859 8762

Contact: The Principal, 49 Stroud Street, Balwyn, 3103

Bulleen Heights School

A school providing educational programs for students with Autism Spectrum Disorder from 5 to 18 years of age.

For more information visit:

www.bulleenheights.vic.edu.au

Email:

bulleen.heights.sch@education.vic.gov.au

Phone: (03) 9850 7122

Contact: The Principal, Pleasant Road, Bulleen, 3105

Burwood East Special Developmental School

A school providing educational programs for students from 5 to 18 years of age with a moderate to profound intellectual disability. Students may also have multiple diagnoses including Autism Spectrum Disorder and/or physical impairments.

For more information visit:

www.besds.vic.edu.au

Email:

burwood.east.sds@education.vic.gov.au

Phone: (03) 9803 4590

Contact: The Principal, 18 Manooka Street, Burwood East, 3151

Glenallen School

A school providing educational and therapy programs for students from 5-18 years of age, with a physical disability and/or severe health impairments requiring paramedical intervention. Students may also have multiple diagnoses including Autism Spectrum Disorder. The school offers curriculum for students with a wide range of intellectual abilities.

For more information visit:

<https://glenallen-sch.vic.edu.au/>

Email:

glenallen.sch@education.vic.gov.au

Phone: (03) 9561 1966

Contact: The Principal, 7 Allen Street, Glen Waverley, 3150

Heatherwood School

A school providing educational programs for students with a mild intellectual disability from 12 to 18 years of age.

For more information visit:

www.heatherwood.vic.edu.au

Email:

heatherwood.sch@education.vic.gov.au

Phone: (03) 9842 8319

Contact: The Principal, 370-380 Springvale Road, Donvale, 3111

Monash Special Developmental School

A school providing educational programs for students from 5 to 18 years of age with a moderate to profound intellectual disability. Students may also have multiple diagnoses including Autism Spectrum Disorder and/or physical impairments.

For more information visit:

<https://www.monashsds.vic.edu.au/>

Email: monash.sds@education.vic.gov.au

Phone: (03) 9239 7400

Contact: The Principal, 15-25 Academy Avenue, Wheelers Hill, 3150

Vermont South Special School

A school providing educational programs for students with a mild intellectual disability from 5 to 12 years of age.

For more information visit:

www.vermont-south-ss.vic.edu.au

Email:

vermont.south.ss@education.vic.gov.au

Phone: (03) 9802 8199

Contact: The Principal, 22-30 Livingstone Road, Vermont South, 3133