



**Coburg North Primary School**  
**School Number: 4543**

**Postal address**  
**P.O. Box 196**  
**Pascoe Vale South**  
**3044**

**Coburg North Primary School**  
**O'Hea Street**  
**3058**

## **Transition Process: Primary - Secondary**

Transition: Primary to Secondary

The transition from primary school to secondary school is a multi-step process.

School's Role –

To pass on and submit paperwork to appropriate school/s and regional departments

To act as a go between for parent/s and secondary school

To answer questions where possible about the secondary selection process

To assist in the transition process for students

The school will NOT recommend one school over another

Parent's Role –

To select a secondary school for their child

To ensure all personal contact details are correct, especially addresses

To forward all official paperwork within set timeframes

To inform the school of any change of circumstance that may affect their child's application in a timely fashion

Step 1 – School Selection

The Department of Education stipulates that the nearest secondary school to your primary residence should accept your application. However, if your nearest school operates an enrolment zone then this does NOT apply. Brunswick Secondary College and Strathmore Secondary College are both schools that operate enrolment zones. Zones change annually and can usually be obtained from the school's website or office.

Some secondary schools give preference to siblings of currently enrolled pupils at their school. This family preference does NOT extend to cousins or uncles/aunts.

Before selecting your desired school:

Visit a number of different schools. It is recommended that you make an appointment with each school for a tour. Open Days give an insight into the school and their offerings but you may want to visit on a normal school day as it may give you a better 'feel' of the day to day running. It is also suggested that you have a selection of questions to ask. For example, Does the school offer the appropriate curriculum options for my child? Not only at a year 7 level but also at VCE level. How will my child get to school? Will I be able to drop off one child at secondary school and another at primary school? What are the public transport options?

For a detailed list of questions visit:

[http://www.coburg-north-ps.vic.edu.au/app/webroot/uploaded\\_files/media/Yr6TransitionQuestions.pdf](http://www.coburg-north-ps.vic.edu.au/app/webroot/uploaded_files/media/Yr6TransitionQuestions.pdf)

Department of Education advice can be found at:

<http://www.education.vic.gov.au/school/parents/secondary/Pages/choosing.aspx>

## Step 2 – School Paperwork

Regional transition paperwork will be forwarded by your child’s teacher according to the timeline set by Northern Metropolitan Region, usually in late April or early May. The same information, timelines and forms are sent to all schools within this region.

Section 1 and 2 of the transition form are completed by the school’s transition coordinator. This information will be taken directly from the enrolment forms provided to the school office. If this information is out of date, you will need to update your personal details at the office before alterations to the transition form can be made.

Student’s Designated Neighbourhood School Name – Simply this is the government school that has been deemed the closest to your current residential address provided to the school. This is NOT the school you have to select or include as a preference.

Section 1: School Details			
Student’s Primary School Name		Coburg North Primary School	
Student’s Designated Neighbourhood School Name		Brunswick Secondary College	
Section 2: Student Details			
Given Name		Date of Birth	
Family Name		Gender	
Permanent Residential Address			
Suburb		Post Code	Melway ID
Office Use Only	VSN:	<i>If applicable</i> PSD ID:	International Student ID:

Sections 3-6 are to be complete by the parent/s or child transitioning to secondary school. Please ensure that all information is easy to read. A replacement form can easily be provided if it is lost, damaged or you have had a last minute change of mind.

Section 4 Preferences – Parents will be asked to list their preferred schools in order of preference. It is highly recommended that all three preferences are filled in. Listing a school as your 1<sup>st</sup> preference in hope of gaining enrolment even though you don’t live in the zone or meet family preference requirements may result in you failing to secure a position at another preferred school. Preferences are important!

Section 3: Parent/Guardian Details			
Contact 1 Given Name		Contact 2 Given Name	
Contact 1 Family Name		Contact 2 Family Name	
Contact 1 Phone Number		Contact 2 Phone Number	
<p>Complete Section 4 if you are seeking a place in a government school. Complete Section 5 if you have confirmed a place in a non-government school. If you are in doubt about the status of the non-government school place, you are encouraged to also complete Section 4.</p>			
Section 4: Government School Placement Preferences			
<p>If you wish your child to be enrolled at the same government school as an older brother or sister, a sibling claim can be made where: 1) the sibling resides at the same permanent residential address; 2) the sibling is currently enrolled at the school; and 3) the sibling will be enrolled at the school in 2015.</p>			
Government School Name	Sibling Claim	2014 Year Level	Office Use Only
	Sibling Name		Date of Distribution
1:			
2:			
3:			
Section 5: Non-Government School Placement			
<p>If you have already applied for, or believe you will be applying for, a placement in a non-government school for 2015, please indicate the name of the school below.</p>			
Non-Government School Name		Confirmed Place	
		YES / NO	
Section 6: Signature of Parents/Guardians			
<p><b>Privacy Notice Summary:</b> To assist primary schools with the placement of Grade 6 students in a government school for Year 7 in 2015, they will seek information about you and your child. All information collected about you and your child will be kept confidential and only used for the purpose of Year 7 placements. If you have any concerns about the privacy of the information, please call your child’s primary school principal. The full Privacy Notice is attached to this form.</p>			
<input type="checkbox"/> I have read this form and the attached Privacy Notice and understand why information is being collected and how it will be used. I agree to the disclosure of my child’s information only for the purpose of Year 7 placement.			
<input type="checkbox"/> I certify that all of the above information is correct.			
Contact 1 Signature		Contact 2 Signature	
Date		Date	

Due Dates – Failure to submit paperwork within the set timeline may affect your application

Parents will not be informed about the progress of their applications progress unless they have run out of preferences and another school needs to be selected. Parents are not to contact secondary schools regarding their application during this process. Those that do will be told to wait for notification from the primary school.

### Step 3 – Student Placement

Notification – Primary schools are responsible for notifying parents of their secondary school placement. This is usually done in mid August.

The primary school is then asked by the secondary school to complete transition forms for each child. These forms differ from school to school but generally ask for academic results and standards, behaviour information and any special needs required. Some schools visit the primary school to meet with the student and classroom teacher one on one.

Secondary School Correspondence – Within a few weeks of secondary school allocation, your child’s secondary school will make contact usually via mail. This contact usually outlines important dates, timelines, uniform requirements and book pack information.

Orientation Day – Each year, in early December, secondary schools hold Orientation Days to assist with the transition process. During these day/s they meet students attending from other primary schools, familiarise themselves with the facilities and timetables and complete educational based activities.

NOTE: This information is a general outline and is subject to change for a variety of reasons. The transition process outlined is specific to the Coburg Area and may be conducted differently in different areas.

Links:

Choosing a Secondary School

<http://www.education.vic.gov.au/school/parents/secondary/Pages/choosing.aspx>

### Local Secondary Schools

<b>School</b> <b>Coburg Senior High School</b>	Address Alva Grove, COBURG Vic 3058	Website/email <a href="http://www.cshs.vic.edu.au/">www.cshs.vic.edu.au/</a> <a href="mailto:coburg.senior.hs@edumail.vic.gov.au">coburg.senior.hs@edumail.vic.gov.au</a>	Phone 9353 1700
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<b>School</b> <b>8807 - Brunswick Secondary College</b>	Address 47 Dawson Street, BRUNSWICK Vic 3056  <b>Melway Ref: 29 F8</b>	Website/email <a href="http://www.brunswick.vic.edu.au">www.brunswick.vic.edu.au</a> <a href="mailto:brunswick.sc@edumail.vic.gov.au">brunswick.sc@edumail.vic.gov.au</a>	Phone (03) 9387 6133
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<b>School</b> <b>8894 - John Fawkner Secondary College</b>	Address Jukes Road PO Box 76, FAWKNER Vic 3060  <b>Melway Ref: 17 K2</b>	Website/email <a href="http://www.fawknersc.vic.edu.au">www.fawknersc.vic.edu.au</a> <a href="mailto:john.fawkner.sc@edumail.vic.gov.au">john.fawkner.sc@edumail.vic.gov.au</a>	Phone(03) 9359 1166
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<b>School</b> <b>8227 - Pascoe Vale Girls Secondary College</b>	Address Lake Avenue, PASCOE VALE Vic 3044  <b>Melway Ref: 17 A6</b>	Website/email <a href="http://www.pvgsc.vic.edu.au">www.pvgsc.vic.edu.au</a> <a href="mailto:pascoe.vale.girls.sc@edumail.vic.gov.au">pascoe.vale.girls.sc@edumail.vic.gov.au</a>	Phone (03) 9306 2544
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<b>School</b> <b>8180 - Northcote High School</b>	Address St Georges Road, NORTHCOTE Vic 3070  <b>Melway Ref: 30 D9</b>	Website/email <a href="http://www.nhs.vic.edu.au">www.nhs.vic.edu.au</a> <a href="mailto:northcote.hs@edumail.vic.gov.au">northcote.hs@edumail.vic.gov.au</a>	Phone(03) 9488 2300
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<b>School</b> <b>8895 - William Ruthven Secondary College</b>	Address Merrilands Road, RESERVOIR Vic 3073  <b>Melway Ref: 8 G12</b>	Website/email <a href="http://www.williamruthvensc.vic.edu.au">www.williamruthvensc.vic.edu.au</a> <a href="mailto:william.ruthven.sc@edumail.vic.gov.au">william.ruthven.sc@edumail.vic.gov.au</a>	Phone (03) 9462 2177
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<b>School</b> <b>8797 - Thornbury High School</b>	Address 238 Collins Street, THORNBURY Vic 3071  <b>Melway Ref: 31 B4</b>	Website/email <a href="http://www.thornburyhs.vic.edu.au">www.thornburyhs.vic.edu.au</a> <a href="mailto:thornbury.hs@edumail.vic.gov.au">thornbury.hs@edumail.vic.gov.au</a>	Phone (03) 9480 4066
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<b>School</b> <b>8240 - Preston Girls' Secondary College</b>	Address Cooma Street PO Box 2086, PRESTON Vic 3072  <b>Melway Ref: 18 H12</b>	Website/email <a href="http://www.prestongirls.vic.edu.au">www.prestongirls.vic.edu.au</a> <a href="mailto:preston.girls.sc@edumail.vic.gov.au">preston.girls.sc@edumail.vic.gov.au</a>	Phone (03) 9470 2755
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<b>School</b> <b>8245 - Princes Hill Secondary College</b>	Address Arnold Street PRINCES HILL PRINCES HILL Vic 3054  <b>Melway Ref:</b> 29 H11	Website/email <a href="http://www.phsc.vic.edu.au">www.phsc.vic.edu.au</a> <a href="mailto:princes.hill.sc@edumail.vic.gov.au">princes.hill.sc@edumail.vic.gov.au</a>	Phone (03) 9389 0600
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<b>School</b> <b>8805 - Glenroy Secondary College</b>	Address Glenroy Road 120, GLENROY Vic 3046  <b>Melway Ref:</b> 16 J2	Website/email <a href="http://www.glenroycollege.vic.edu.au">www.glenroycollege.vic.edu.au</a> <a href="mailto:glenroy.co@edumail.vic.gov.au">glenroy.co@edumail.vic.gov.au</a>	Phone (03) 9304 0400
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<b>School</b> Strathmore Secondary College	Address 400 Pascoe Vale Road Strathmore, 3041  <b>Melway Ref:</b> 16 K11	Website/email <a href="http://www.strathmore.vic.edu.au/strathmore.sc@edumail.vic.gov.au">http://www.strathmore.vic.edu.au/strathmore.sc@edumail.vic.gov.au</a>	Phone (03) 9379 7999
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