

Online Enrolment: Moving to High School

Parent/carer Information Pack

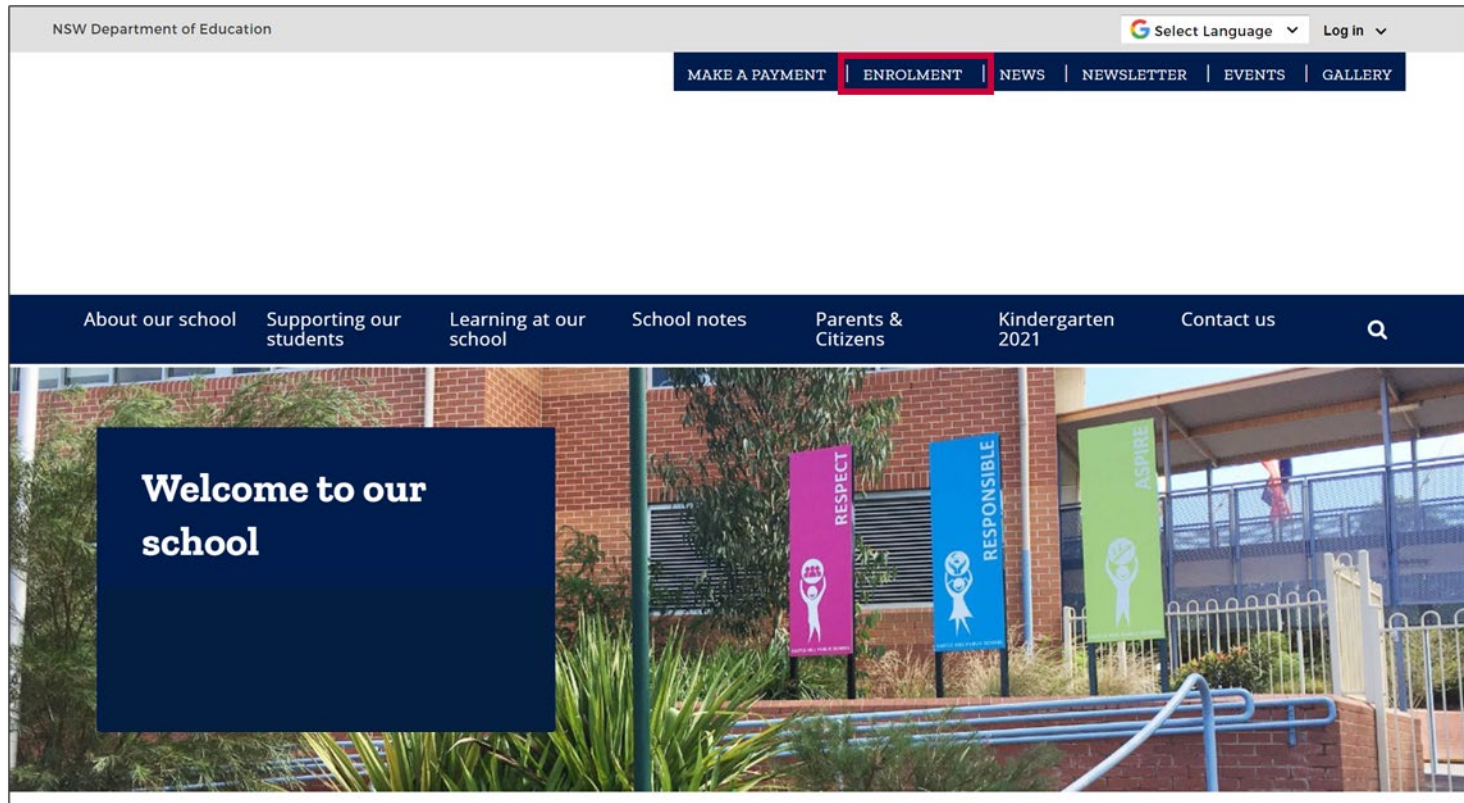
Content

1. Where to find the online Expression of Interest and Placement not Required forms for Year 7
2. Steps for submitting an online Expression of Interest
3. Steps for submitting an online Placement not Required

Moving to High School: Steps for parents/carers

To find the online Expression of Interest and Placement not Required forms for Year 7

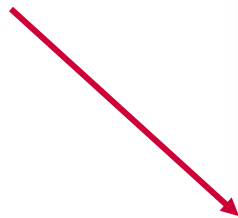
- Go to your child's primary school website and select the **Enrolment** tab.



Moving to High School: Steps for parents/carers

Where to find the online Expression of Interest and Placement not Required forms for Year 7

- On the Enrolment page, select the **Moving to high school** page.



Our school can help with enrolment queries throughout the year.

Local enrolment area

Check your address on [School Finder](#) to see if it is within our local intake area. Most schools have designated local enrolment areas. Note: local enrolment areas are subject to change.

How to enrol

If you live in our intake area and would like to apply to enrol at our school, start by submitting an [online enrolment](#) application. Online enrolment is currently only available for Australian or New Zealand citizens and permanent residents.

If you are not able to apply online or you prefer not to, download the paper [application to enrol](#) (PDF 768.4KB) form. Please complete the form in English. A [translated application to enrol](#) may help you do this.

[Online enrolment](#) can also be used for out-of-area enrolment. Please note that out-of-area enrolment procedures are subject to the department's [enrolment policy](#).

Enrolment applications are finalised at the school.

For more information, visit [primary school enrolment](#).

Moving to high school

Visit the [moving to high school](#) page to find out more about the transition of year 6 students into year 7.

Temporary visas and international students

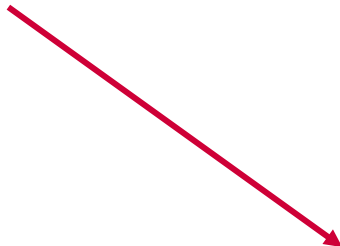
The [Temporary Residents Program](#) has information about eligibility and the forms to complete an application.

Moving to High School: Steps for parents/carers

Where to find the online Expression of Interest and Placement not Required forms for Year 7

Parents/carers can select the links on the **Moving to High School** page to go to these online forms:

- **Expression of Interest**
- **Placement not Required.**



Moving to high school
For Year 6 students currently attending a NSW Government School

Moving into Year 7 in a NSW Government school

In NSW Government schools, applying to move from primary school to high school is a 2-step process:

Step 1 The first step is to complete a **Moving to high school expression of interest**. When completing this form, you will be able to indicate which school(s) you would like your child to attend in Year 7.

Step 2 The second step is to submit an **enrolment application**, which will be issued to you by the high school after they have assessed your expression of interest.

Watch a short video overview of the [process for moving into Year 7](#)

1 If your child does not require a placement in a government high school next year, please complete the **Placement not required** form below.

Apply for Year 7 placement in a NSW Government high school

Nominate your high school preference(s) for next year.

→ Start expression of interest

Submissions due:

This expression of interest process **does not** support placement in **specialist schools**, **selective schools** and/or **support classes**. See the Frequently asked questions below to learn more about how to apply to these schools.

1 The expression of interest form should be completed in English. If you require an interpreter to assist you please call the Telephonic Interpreter Service on **131 450** and ask for an interpreter in your language. This service will be free of charge to you. You can also contact your child's primary school for assistance.

Placement not required in a NSW Government high school

Please advise if your child will not require a placement in a government high school next year.

→ Advise placement not required

Submissions due:

Your primary school needs to know so they may support your child's transition and the department can fulfil its duty of care to all students.

Moving to High School: Steps for parents/carers

Steps for submitting an online Expression of Interest

Parents/carers must:

- 1 Enter the student's residential address to commence expression of interest

- 2 Agree to Privacy Agreement

- 3 Log in using your email address or your Service NSW account and type in the verification code and enter.

Complete sections 1 – 4:
 - Student details
 - Parent/carer details

- 4
 - High school options – here you can either select the local high school or enter up to 3 out-of-area high schools.
 - Review and submit



Moving to High School: Steps for parents/carers

Step 1 – Enter student’s residential address

- Parents/carers will need to enter their child’s residential address.
- You may have to provide proof that this is your child’s registered residential address. Please speak to the school beforehand to update your details if they do not have your child's current residential address.

What is this application for?
This form lets you indicate which school you would like your child to attend in Year 7. After your expression of interest is processed, your child will be offered a place at a government high school.

What will I need to complete this form?
This form must be completed in English. You will need your child's residential address, their basic details and the contact details for one parent/carer.

Need help filling out this form?
If you require an interpreter to assist you please call **131 450** and ask for an interpreter in your language. This service will be free of charge to you.

Let's start with the student's home address
proof of student's residential address. school. You may be required to provide

Please enter the correct address. If information given is false or misleading, any decision made about this expression of interest can be changed.

Student's home address
Q Enter student's address

Search

Proof of Student's Residential Address

To confirm your enrolment after submitting your application, you may be asked for a **100-point residential address check**. Below is a guide to the documents schools can accept and how many points each are worth.

Document showing the full name of the child's parent

Only one of (i.e. no additional points for additional documents)

- 1.1 Council rates notice
- 1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt
- 1.3 Exchanged contract of sale with settlement to occur within the applicable school year

40 POINTS

Any of the following

- 2.1 Private rental agreement for a period of at least 6 months
- 2.2 Centrelink payment statement showing home address
- 2.3 Electoral roll statement

20 POINTS

Any of the following documents

- 3.1 Electricity or gas bill showing the service address*
- 3.2 Water bill showing the service address*
- 3.3 Telephone or internet bill showing the service address*
- 3.4 Drivers licence or government issued ID showing home address*
- 3.5 Home building or home contents insurance showing the service address
- 3.6 Motor vehicle registration or compulsory third party insurance policy showing home address
- 3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.

15 POINTS

* up to three months old

Moving to High School: Steps for Parents/carers

Step 2 – Agree to Privacy Agreement

- Tick I agree to the privacy agreement box and select **Proceed**.



NSW Online Enrolment Application

Please read and agree to our privacy agreement

As part of the NSW Department of Education's online enrolment process we need your consent to collect and store your personal information. Before consenting, please ensure you read the following:

Why do we collect information about your child for enrolment and how do we store it?

The personal information collected on this application is for purposes directly related to your child's education including processing this application.

Any information provided to the NSW Department of Education (the Department) will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by the Department to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth - State funding agreements which may involve evaluation and assessment of student outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting your child's school. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the school.

If you choose not to provide some requested information it may have a detrimental impact on your child's enrolment, resourcing of the school or meeting your child's educational needs.

Further information about the collection of information while your child is enrolled at a NSW Government school, and how we protect your privacy is available on the Department's website or from your school. After submitting your application, if you need to access or correct any personal or health information submitted you should contact the relevant school that you have applied for enrolment at.

Further details setting out how the Department will treat the personal information and health information submitted as part of school enrolment processes (including permitted use and disclosure) is contained in:

- Data Collection Notice
- Privacy Code of Practice
- Privacy Management Plan

What are we doing with information you provide to us online?

We will be collecting and analysing online enrolment usage data to help make this a better product into the future, making it easier for parents to enrol their children in our schools.

At the end of the application process you will be asked to declare the accuracy of the information and submit. On submitting your application you will receive an email containing a password protected copy of your application.

Please confirm you accept this privacy agreement

If you do not agree, you will not be able to proceed with the online enrolment process. Don't worry, you can still use existing enrolment processes to apply. You can find out more on our going to a public school website.

I agree to the privacy agreement

[← Back](#) [→ Proceed](#)

Moving to High School: Steps for parents/carers

Step 3 – Log in using your email address or Service NSW account

- Sign in using either your email address or Service NSW details.
- You will be asked to enter the 6-digit verification code sent to your email address.

Moving to high school

Let's start with your details

Enter your email address
Entering your email address will allow you to start your high school expression of interest, save it and come back later

Email address
name@email.com

I'm not a robot

[Privacy](#) [Terms](#)

Continue

OR

Service NSW **Use your Service NSW account to begin**
Logging in with your Service NSW account will allow you to start your high school expression of interest, save it and come back later

NOTE: This will log you into your Service NSW account. To log out afterwards, you must close your browser or go to your service NSW dashboard to log out.

Continue

Moving to high school

Please enter your 6-digit verification code

We have sent an email to **fred.smith@whatever.com** containing a 6-digit verification code.

Verification code
312131

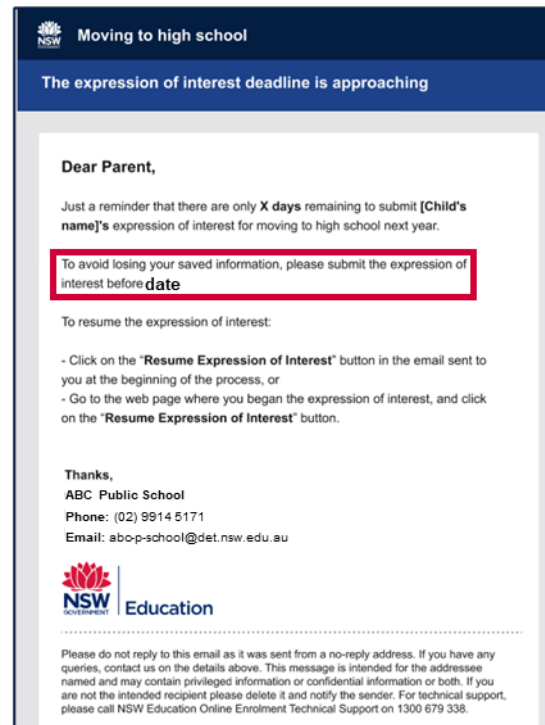
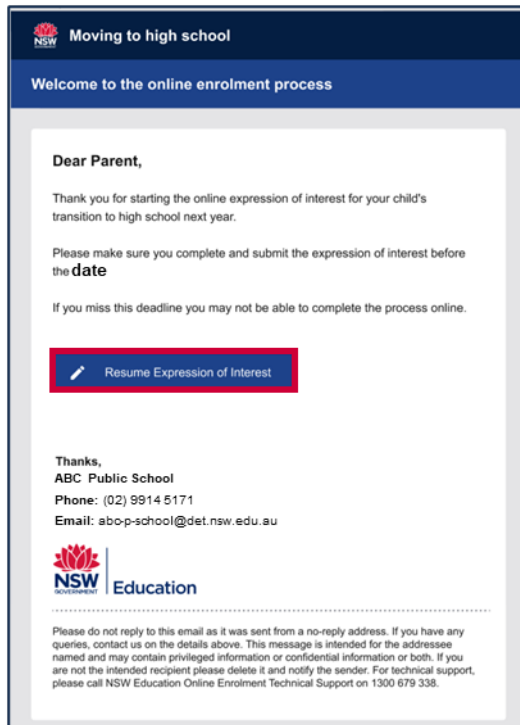
Submit

Didn't receive a code in your email? you can re-enter your [email address](#)

Moving to High School: Steps for parents/carers

Step 3 – Log in using your email address or Service NSW account

- If you are unable to complete it in one sitting, you can use the **Resume Expression of Interest** button to continue another time. The button is on the email you receive.
- The email will advise the last day you can submit your Expression of Interest for Year 7.



Moving to High School: Steps for parents/carers

Step 4 – Complete sections 1 to 4 of Expression of Interest

Section 1 – Fill in student details, then select **Proceed**.

The screenshot shows a web form titled "Moving to high school" with a sub-header "Student details". On the left, a vertical navigation menu has four steps: 1. Student details (highlighted), 2. Parent/carer details, 3. High school options, and 4. Review & submit. The main content area contains an introductory paragraph: "Let's start with some basic details of the student. This information is used by your nominated high school(s) to identify the student when processing the expression of interest." Below this is a section titled "Student details" with a red border. It contains several input fields: "Student's first name" (filled with "Emma"), "Student's middle name" (empty), "Student's family name" (filled with "Brown"), "Student's preferred name" (empty), and "Emma's date of birth" (filled with "09-08-2009"). Below these is a section for "Emma's gender" with radio buttons for "Male" and "Female" (selected). A "Proceed" button with a right arrow is located at the bottom right of the form area.

Student details

Let's start with some basic details of the student. This information is used by your nominated high school(s) to identify the student when processing the expression of interest.

Student details

Student's first name
Emma
As shown on their birth certificate

Student's middle name
Enter middle name
(optional)

Student's family name
Brown
As shown on their birth certificate

Student's preferred name
Enter preferred name
(Optional) This is the name usually used to address your child. It can be different from their birth certificate.

Emma's date of birth
09-08-2009

Emma's gender
 Male
 Female

→ Proceed

Moving to High School: Steps for parents/carers

Step 4 – Complete sections 1 to 4 of Expression of Interest

Section 2 – Fill in parent/carer details, then select **Proceed**.

The screenshot shows a web form titled "Moving to high school" with a sub-header "Parent/carer details". On the left, a progress indicator shows four steps: 1. Student details (completed), 2. Parent/carer details (current step), 3. High school options, and 4. Review & submit. The main form area contains the following fields:

- Parent/carer details** (Section header)
- Relationship**: A dropdown menu with "Select..." and a hint "e.g. Mother, father".
- Title**: A dropdown menu with "Select...".
- Given name**: A text input field with a hint "Enter given name".
- Family name**: A text input field with a hint "Enter family name".
- Contact email**: A text input field containing "ying.tam@det.edunsw.au".
- contact number 1:** A section header with a hint "Add at least one contact number".
 - Phone number type**: A dropdown menu with "Enter type".
 - Enter number**: A text input field with a hint "Enter number".
 - Comments**: A text area with a hint "e.g. best time to call" and a "(Optional)" label below it.
 - Add another contact number**: A button with a plus icon.

At the bottom of the form, there are two buttons: "Back" on the left and "Proceed" on the right.

Moving to High School: Steps for parents/carers

Step 4 – Complete sections 1 to 4 of Expression of Interest

Section 3 – Fill in high school options

(Local high school)

1. The local high school for the student's address will be displayed at the top. (*Note that some students may have more than one local high school.*) Your child is entitled to a place at their local high school.
2. Confirm if the student has applied for a placement at a selective high school and if they wish to apply for government schools other than their local school.
3. If you are **not considering schools other than your child's local high school**, you should select **No** and then select **Proceed**.

The steps for entering **placement/s at any other government high school besides your local high school** is covered on the next page.

1 **Your child's local high school**
Your child is entitled to a place at their local high school.
Your child's local high school for **56 Sherbrooke St Rooty Hill NSW 2766** is:

Rooty Hill High School
N Parade, Rooty Hill NSW 2766
(02) 9625 8807
www.rootyhill-p.schools.nsw.gov.au

2 **Next Steps**
Please answer the questions below to proceed

Have you submitted an application for placement in an academically selective school?
 Yes
 No

Will you be considering placement(s) at any other government schools besides your local high school?
 Yes
 No

Moving to High School: Steps for parents/carers

Step 4 – Complete sections 1 to 4 of Expression of Interest

Section 3 – Fill in high school options

(Out-of-area high schools – part 1)

1. The local high school for the student's address will be displayed at the top. *(Note that some students may have more than one local high school.)* Your child is entitled to a place at their local high school.
2. Confirm if the student has applied for a placement at a selective high school and if they wish to apply for government schools other than their local school.
3. If you are **considering a placement in other government schools besides your child's local high school** you should select **Yes**. Nominate your out-of-area schools by typing the name of the school in the search box until it appears. Select **Add school** to nominate your next preference. You can nominate up to 3 high schools. Select **Proceed**.

How nominated schools work

If your child is not offered a place at your Choice 1 school, they 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 one of your listed school preferences, you will not receive an offer from any other school that is lower in preference.

If no place is available at any of the schools you have requested, your child is entitled to a place in their local high school.

Moving to High School: Steps for parents/carers

Step 4 – Complete sections 1 to 4 of Expression of Interest

Section 3 – Fill in high school options

(Out-of-area high schools – part 2)

- Once you have nominated your out-of-area schools you can move the order of preference by using the **arrow** button. You can remove the nominated school by selecting the **x** button.
- Select the **Proceed** button when you have nominated all out-of-area preferences.

Moving to high school

Student details ✓
Parent/carer details ✓
3 High school options
4 Barrenjoey High School
5 Cheltenham Girls High School
6 Guyra Central School
7 Review & submit

Will you be considering placement(s) at any other government schools besides your local high school?
 Yes
 No

Nominate your out-of-area schools [More info](#)

You can nominate up to 3 out-of-area schools. Search for a school and select "Add school" to add them to your list of nominated schools below. Use the arrows to arrange your nominated schools in order of preference

Search for a school

1	Barrenjoey High School	↑	×
2	Cheltenham Girls High School	↑	×
3	Guyra Central School	↑	×

← Back

Moving to High School: Steps for parents/carers

Step 4 – Complete sections 1 to 4 of Expression of Interest

Section 3 – Fill in high school options

(Out-of-area high schools – part 3)

6. Nominating out-of-area schools will require additional sections to be completed. Complete the considerations for each out-of-area school.

7. Select **Proceed** to continue.

Moving to high school

Barrenjoey High School considerations

Barrenjoey High School assess out-of-area enrolments based on the following criteria. Please select criteria relevant to your expression of interest and provide details.

Does Emma have any brothers or sisters currently enrolled at Barrenjoey High School?

Yes

No

Access to single-sex education

Provide details

Test

4 / 800

When making a decision, the school may ask for more information, supporting documents, or arrange an interview.

Medical reasons

Safety and supervision of the student before and after school

Availability of subjects or combinations of subjects

Proximity and access to the school

← Back

→ Proceed

Moving to High School: Steps for parents/carers

Step 4 – Complete sections 1 to 4 of Expression of Interest

Section 4 – Review and declare

The final step is to review your responses and complete the tick-box declaration at the end.

If you are applying for out-of-area schools, this would also be displayed in the review.

Review & submit

Progress: Student details, Parent/Carer details, Review & Submit

Please review your expression of interest details below. If you need to make any changes, simply click on "Edit" next to the details you need to change.

Student details		Edit
First name	Family name	
Charlie	Smith	
Date of birth	Gender	
08 April 2011	Male	

Parent/Carer details		Edit
First name	Family name	
John	Smith	
Email address		
john.smith@gmail.com		
Phone number type	Contact number	
Mobile	0404141414	
Comments		
none		

Residential address

Residential address
56 Sherbrooke St Rooty Hill NSW 2766

Local school choice

Chosen local school
Rooty Hill High School

Declaration

I have read and understand the information in this expression of interest including about the collection of personal information, publishing student information and student access to the department's network and learning applications.

Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this expression of interest may be changed. I understand that any enrolments following this placement process will be subject to consideration and acceptance of an Application to enrol in a NSW Government school.

I consent to the school/Department of Education seeking information from previous schools, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the student named in the "Student details" section.

Please complete the declaration below:

I, **John Smith** of name@email.com declare that the information provided in this expression of interest is, to the best of my knowledge and belief, accurate and complete.

Save & continue

Declaration

I have read and understand the information in this expression of interest including about the collection of personal information, publishing student information and student access to the department's network and learning applications.

Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this expression of interest may be changed. I understand that any enrolments following this placement process will be subject to consideration and acceptance of an Application to enrol in a NSW Government school.

I consent to the school/Department of Education seeking information from previous schools, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the student named in the "Student details" section.

Please complete the declaration below:

I, **John Smith** of name@email.com declare that the information provided in this expression of interest is, to the best of my knowledge and belief, accurate and complete.

Declaration

I have read and understand the information in this expression of interest including about the collection of personal information, publishing student information and student access to the department's network and learning applications.

Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this expression of interest may be changed. I understand that any enrolments following this placement process will be subject to consideration and acceptance of an Application to enrol in a NSW Government school.

I consent to the school/Department of Education seeking information from previous schools, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the student named in the "Student details" section.

Please complete the declaration below:

I, **John Smith** of name@email.com declare that the information provided in this expression of interest is, to the best of my knowledge and belief, accurate and complete.

Moving to High School: Steps for parents/carers

Confirmation and reference number

Once the expression of interest is successfully submitted, a confirmation page with a reference number will appear.

A copy of the Expression of Interest form you completed will be sent to your email address.

The screenshot shows a confirmation page with a dark blue header and a light grey main content area. The header includes the NSW logo and the text 'Moving to high school'. The main content area features a large green checkmark icon and the text 'Your expression of interest has been submitted'. Below this, there are three sections: 'You've submitted your expression of interest' with a reference number '782347234', 'What's next?' with a calendar icon, and 'Complete our 1 minute survey' with a question mark icon. The footer contains the NSW Government logo, a privacy section, and a technical support section.

Moving to high school

Your expression of interest has been submitted

You've submitted your expression of interest
Your reference number is: **782347234**

We've sent a copy of your expression of interest and reference number to abc@parent.com.au

What's next?
Please check your inbox for a confirmation email. The email will include a copy of your expression of interest, a reference number and the next steps. Each nominated high school will review your expression of interest in order of preference. If a high school needs additional information they will contact you directly.

Complete our 1 minute survey
Our goal is to create the best possible product, and your thoughts, ideas, and suggestions play a major role in helping us identify opportunities to improve. [Click here to start.](#)

NSW GOVERNMENT

PRIVACY
Privacy Legislation

TECHNICAL SUPPORT
Use our contact form
Phone 1300 679 338
Monday - Friday, 7:30am - 6:00pm


Moving to High School: Steps for Parents/carers

Confirmation email – application for local high school

You will receive a confirmation email.

If your child is **only applying for their local school**, this email will include:

- A reference number for your Expression of Interest
- A password protected PDF copy of your Expression of Interest
- Next steps and information about the types of documents that will be required for the enrolment process.

 **Moving to high school**


Your expression of interest has been submitted

Dear Parent,

Your expression of interest for **Charlie Smith** for moving to **Rooty Hill High School** has been submitted.

Your reference number is: **1930-260376-6582**

Your expression of interest

 **A copy of your expression of interest is attached.** It's a good idea to check the details, and if anything is not right, contact us straight away.

The PDF is password protected. The password is the combination of the student's **FIRST NAME** in capital letters (ignore spaces and special characters) followed by student's date of birth in DDMMYYYY format.

For example, if the student's first name is Michael and his date of birth is 13 Mar 2008, then the password will be - MICHAEL13032008. If the student's name is Sarah, and her date of birth is 1 Jan 2010, then the password will be - SARAH01012010.

What's next?



After your expression of Interest has been processed, your child will be offered a place at **Rooty Hill High School**. The school will send you an 'Application to Enrol', which you should complete and return to them.

Original documents must be sighted by the high school to complete this application process. For example:

- Student's identity documents, e.g. birth certificate, passport
- Student's Immunisation History Statement
- Documents to verify the student's current residential address, e.g. residential lease, utility bills, council rates notice
- Student's passport, visa and travel documents (if the student is not an Australian citizen)

Also, bring any of the following documents as detailed in your application:

- Copies of medical/healthcare or emergency action plans
- Evidence of any disability or other support needs
- Copies of any family law or other relevant court orders
- Additional documents to verify the student's current residential address

Thanks,

ABC Public School
Phone: (02) 9914 5171
Email: abop-school@det.nsw.edu.au




Please do not reply to this email as it was sent from a no-reply address. If you have any queries, contact us on the details above. This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender. For technical support, please call the EdConnect support line on 1300 679 338.

Moving to High School: Steps for parents/carers

Confirmation email – application for out-of-area high school

If your child is **expressing interest for out-of-area school/s**, this email will include:

- A reference number for your expression of interest
- A password protected PDF copy of your expression of interest.
- A list of the schools that have been nominated, in order of preference.
- Next steps about the out-of-area deliberation process.

**Moving to high school**

Your expression(s) of interest have been submitted

Dear Parent,


Your expression of interest for **Charlie Smith** for moving to high school has been submitted.

Your reference number is: **1930-260376-6582**

You have nominated the following schools, in order of preference:

- 1 Cumberland High School
- 2 Crestwood High School
- 3 Model Farms High School
- 4 Rooty Hill High School (*designated local high school*)


Your expression of interest form

 **A copy of your expression of interest is attached.** It's a good idea to check the details, and if anything is not right, contact the primary school straight away.

The PDF is password protected. The password is the combination of the student's **FIRST NAME** in capital letters (ignore spaces and special characters) followed by student's date of birth in **DDMMYYYY** format.

For example, if the student's first name is Michael and his date of birth is 13 Mar 2008, then the password will be - **MICHAEL13032008**. If the student's name is Sarah, and her date of birth is 1 Jan 2010, then the password will be - **SARAH01012010**.


What's next?

 The out-of-area high school(s) will be in touch after they have assessed on your expression of interest.

If the schools you have nominated require additional information or to arrange an interview before making a decision, they will let you know.

If you are successful at an out-of-area high school then the school will ask you fill an 'Application to Enrol', which you must complete and return to the out-of-area high school. If no place is available at any of the schools you have requested, your child will be placed in their local high school.

Thanks,
ABC Public School
Phone: (02) 9914 5171
Email: abc-p-school@det.nsw.edu.au

 **Education**

Please do not reply to this email as it was sent from a no-reply address. If you have any queries, contact us on the details above. This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender. For technical support, please call the EdConnect support line on 1300 679 338.

Moving to High School: Steps for parents/carers

Steps for submitting an online Placement not Required (PNR)

Parents must:

1

Enter your email address or your Service NSW account and tick the box to confirm you have read and agree to the **privacy agreement**. Type in the verification code and enter

Fill in

2

- student details
- Intended high school
- Other school options
- Parent/carer details



Moving to High School: Steps for parents/carers

Step 1 – Log in using your email address or Service NSW account

1. Sign in using either your email address or Service NSW details.
2. Tick the box to confirm you have read and agree to the **privacy agreement**
3. You will be asked to enter the 6-digit verification code sent to your email address.

Let's start with your details

To advise **Hastings Public School** that your child will not require placement in a NSW Government high school next year please sign in. Your primary school needs to know so they may support your child's transition to high school and the department can fulfil its duty of care to all students.

We ask you to authenticate so we can manage your information securely.

1

Enter your email address to receive a verification code

Email address
john.smith@gmail.com

I have read and agree to the [privacy agreement](#)

2 Continue

OR

Service NSW Use your Service NSW account to begin

You will be logged into your Service NSW account. When you are done, please remember to go to your service NSW account and log out if you are on a public computer.

I have read and agree to the [privacy agreement](#)

Continue

Please enter your 6-digit verification code

We have sent an email to **Ying.tam1@det.edu.nsw.au** containing a 6-digit verification code.

Verification code
123456


→ Verify **3**

Didn't receive a code in your email? You can re-enter your [email address](#)

Moving to High School: Steps for parents/carers

Step 2 – Complete student details for Placement not Required (PNR)

1. Fill in student details.



Placement not required in a government high school

For Year 6 students attending **Hastings Public School**

If you intend to leave the public education system, please complete the form below to confirm your child and carer details. If you do not want to leave, you can [return to the school website](#).

Student details 1

Student's first name
Enter first name
As shown on their birth certificate

Student's family name
Enter family name
As shown on their birth certificate

Student's preferred name
Enter preferred name
(Optional) This is the name usually used to address your child. It can be different from their birth certificate.

Student's date of birth
dd-mm-yyyy

Student's gender

Male

Female

Moving to High School: Steps for parents/carers

Step 2 – Enter intended high school for Placement not Required (PNR)

2. Select from drop down menu if the student will be attending high school at a NSW non-government school, interstate, or overseas.
3. Enter the name of the intended high school.

Intended high school

Which high school are you intending on applying to?

Australia/Overseas
Tasmania

(optional)

Intended high school
Q Sea

- Seabrook Christian School (Somerset)
- Seabrook Christian School - Ki (Kingston)
- Seabrook Christian School - La (Launceston)
- Seabrook Christian School - St (St Helens)
- Star Of The Sea College (George Town)

Intended high school

Which high school are you intending on applying to?

- NSW non-government school
- Victoria
- Queensland
- South Australia
- Western Australia
- Tasmania

No

in an academically selective school?

Moving to High School: Steps for parents/carers

Step 2 – Enter other high school options and parent/carer details for Placement not Required (PNR)

4. Select **Yes** or **No** to indicate if you have submitted an application for placement in an academically selective school.
5. Enter parent/carer details.

Other school options

Have you submitted an application for placement in an academically selective school?

Yes No

Parent/carer details

Given name
Enter given name

Family name
Enter family name

Contact email:
john.smith@gmail.com

Phone number type
Enter type

Enter number
Enter number

Moving to High School: Steps for Parents

Step 2 – Complete Declaration for Placement not Required (PNR)

6. Complete the declaration form by ticking the box.
7. Select **Submit**.
8. Once the Placement not Required is successfully submitted, a confirmation page with a reference number will appear. A copy of the Placement not Required form you completed will be sent to your email address.

Declaration

I confirm that my child will not be requiring placement in a NSW Government high school next year.

I have read and understood the information about this submission including the collection of personal information.


6 complete the declaration below:


I, **Dad Brown** of **john.smith@gmail.com** declare that the information provided in this expression of interest is, to the best of my knowledge and belief, accurate and complete.


7 [→ Submit](#)

Your advice has been sent

8

 We have advised your primary school that you do not require a placement for **Joe Brown** at a government high school.
Your reference number is: **Y67T-2177-752543-5272**
We've sent a copy to your email **ajohn.smith@gmail.com**

 **What's next?**
Please check your inbox for a confirmation email. The email will include a copy of the information you have sent, a reference number and the next steps.

 **Complete our 1 minute survey**
Our goal is to create the best possible product, and your thoughts, ideas, and suggestions play a major role in helping us identify opportunities to improve. [Click here to start.](#)