

Information for principals of selective high schools – Year 7 entry to selective High Schools in 2024

Important dates	
Early October 2022	Application information sent to schools and updated on the Unit's website
18 October 2022	Application website opens. Parents apply online online at: https://shsoc.education.nsw.gov.au/
16 November 2022	Application site closes
From 17 November to 9 December 2022	<p>Primary principals provide information about applicants online</p> <p>Non-government principals submit information on principal's pages</p> <p>Candidates for boarder agricultural high schools may be interviewed by the school for early offers to be made, conditional on test results</p>
20 April 2023	Parents are given a 'Test authority' letter advising location of the test centre
4 May 2023	Selective High School Placement Test. The test date has been moved from March to May to avoid a clash with NAPLAN testing
11 May 2023	Illness/misadventure requests submitted by parents
July 2023	Selection committee meets
Mid-August 2023	<p>Parents advised of outcome</p> <p>Schools advised of access to the outcome reports</p>
5 working days after outcome release	Results enquiries and appeals submitted by parents
Late August 2023	Offers from reserve lists until the end of Term 1 2024
September 2023	Appeals panel meets. Outcomes updated accordingly
January 2024	'Authority to attend' letter given to parents accepting offers

Application criteria and rules

Information about placement is subject to change throughout 2023 if COVID-19 restrictions affect timing and processes.

Criteria for entry, rules governing selection and other application procedures not covered in this document are outlined on the selective high schools website at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>.

The downloadable document 'Information for applicants' is available to parents on the Unit's website. It outlines the key dates and rules for the placement process.

Residency

Students entering a selective high school must be citizens of Australia or New Zealand or holders of a visa granting permanent resident status in Australia. Permanent or temporary residents of New Zealand and temporary residents of Australia are ineligible.

Information on Australian citizenship is available on the Department of Immigration and Border Protection website at: <http://www.border.gov.au/Trav/Citi>. Official evidence of Australian citizenship may be obtained by the issue of a Certificate of Evidence of Australian Citizenship.

To see which visas are eligible for selective high school placement, refer to the list of visa categories at: https://www.deinternational.nsw.edu.au/_data/assets/pdf_file/0012/16410/Visa-Subclasses-and-Enrolment-Conditions.pdf. This shows which students can be enrolled in selective streams and which students can be enrolled only in the comprehensive stream of partially selective high schools.

Applicants who do not meet these residency requirements at the time of applying are allowed to apply and sit the test. They will have to show evidence that they meet all residency requirements when first round offers are made in mid-August before being offered a place. Students can be reinstated on reserve lists if they meet residency requirements after that time, while reserve lists remain open.

Applicants who qualify for entry on academic grounds but do not meet the residency requirements, including those who hold diplomatic visas, will have the opportunity to appeal for special consideration through the appeals process if they have well documented extenuating circumstances.

Parents are informed that offers will be cancelled if placement is made on the basis of false or misleading information.

Residential address

The student's family must be living in NSW by the beginning of the school year. If parents normally live in NSW but are temporarily out of the state, they must return before the student is enrolled in a selective high school. Applications from parents who continue to live outside NSW after the school year begins will be considered only if there are vacancies after all suitable applicants from NSW have been placed. Notify the Unit if parents cannot provide proof of residence in NSW at the beginning of the school year.

Application information

Primary schools must inform parents of the opportunity to apply online.

Parents apply online at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7> between 18 October 2022 and 16 November 2022. Applications must be made before the closing date. Late application requests require approval from the Unit.

If parents have no internet access they are advised to use the internet at a public library to set up a web-based email address, register and then apply. A mail option is no longer available.

Selective high schools may consider assisting parents of students in non-government schools to apply online if they do not have internet access. Parents should contact the Unit for assistance with applying if they have a disability that prevents them using a computer.

Advertising

The opportunity to apply for Year 7 selective high school placement in 2024 will be advertised in a variety of metropolitan, regional and rural newspapers, on radio and on the Department's website and other social media. You may advertise the availability of places at your school at your own discretion and cost.

Application processing by primary schools

In late November, government primary school principals will be asked to provide information online about applicants from their school. School assessment scores are not required for 2024 entry because of disruptions to schooling during 2022. Non-government primary principals are asked to complete the Principal's page for provision of information about the application that parents give to the school to complete.

Testing

The Selective High School Placement Test date has been moved from March to May to prevent a conflict with NAPLAN testing. Test centres are usually established in government high schools, including selective high schools. If COVID-19 guidelines require changes to arrangements, schools will be notified when these changes are confirmed. All parents will be sent test information and will be advised of their child's allocated test centre by 20 April 2023.

Selection committees

A centralised selection committee considers students to be offered a place or a reserve list position for each selective high school. They make decisions using the results obtained in the Selective High School Placement Test, information provided by schools and the information supplied by parents. Committees give special consideration to students in equity pools for Aboriginality, disability, low socio-educational advantage and geographically isolated groups.

The selection committee will include at least two principals of selective high schools and two Directors, Educational Leadership. The selection process is streamlined by pre-selection of most decisions, where possible, before the meeting. The selection committee will then ratify or change these decisions. Some decisions cannot be made beforehand and the committee will discuss and decide on these in the meeting.

Selective high school principals will be invited to participate in the selection committee meetings which are expected to be held in July at the Parramatta office.

The Unit will provide selection committees with guidelines and instructions and access to the selection lists online. Unit executive officers will guide committees through the process and provide advice as required.

Selection committee members sign declarations of confidentiality where they agree to keep the outcome of selection committee meetings confidential until after the outcome has been received by the parents.

Notification of placement outcome – Outcome reports

After the selection committee has met and all decisions have been ratified and checked, the Unit will notify parents of the outcome of their application by mid-August. The

placement outcome advice will show whether students have been offered a place, have been placed on the reserve list or were unsuccessful.

A performance report shows students' achievement on the tests in bands. No scores are released to parents. Information about the scores of students and their inclusion in equity groups is not released to parents.

The Unit makes available reports listing students' placement outcomes to primary schools, selective high schools and designated local high schools at <https://shsoc-schools.education.nsw.gov.au/>.

Selective high school outcome reports are updated as changes occur. The outcome report contains parent contact information to help you send enrolment forms and invite parents to your orientation day. Near the end of the school year you will have access to a report with score component details for all students who have accepted placement at your school.

The Unit makes all offers for Year 7 entry. If parents notify the school that they are accepting or declining the offer, please email the correspondence or verbal advice to the Unit. Please do not attempt to offer places directly to any parent even if you have difficulty getting sufficient applicants.

Principals of partially selective high schools will be able to access a designated local high school report showing students who will be leaving their community stream, and one report showing students who will be entering their selective stream. They can also request information about placement of out-of-area applicants by emailing a list of student details to the Unit.

Appeals

Parents can appeal against the placement outcome if they believe they have valid grounds. Appeals will generally not be considered by the appeals panel if the grounds for appeal are not considered valid or if no adjustment option is available.

The Unit may consult primary principals during preparation for the appeals panel. The appeals panels are scheduled for late-September. Principals of selective high schools and of primary schools with opportunity classes will be invited to participate. Directors, Educational Leadership may also participate.

Enrolment

Schools send enrolment documents and information about the school to parents listed in the outcome reports.

It is the responsibility of the principal of each selective high school to ensure that original documentation, such as a Certificate of Evidence of Australian Citizenship or permanent residency visa, is checked for each student before enrolment can be finalised by the school.

Deferment of enrolment

Before enrolling their child, parents must negotiate with the school if they intend the student to start attending later than the first day of Term 1.

Enrolment cannot be deferred beyond the first day of Term 2, 2024. Where parents request deferment after schools have closed for the year the Unit will make the decision whether or not to grant the deferment. Please inform the Unit of any students who do not arrive on the first day of school without notice and without first seeking approval from the principal.

Enrolment policy

Selective high school principals have the responsibility to assess and manage any risk of harm to staff or students and are obliged to identify students who may pose a risk to other students or staff. Parents have been told that their children must meet the eligibility requirements applicable to all NSW Government schools in addition to qualifying academically.

Information for parents regarding enrolment in NSW public secondary schools is available at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>.

School information

The Unit sends placement outcome information to all applicants but does not send specific information material about your school. Please ensure that school information for Year 7 entry is available on the school's website. Send school information material directly to the parents using the parents' contact details contained in the outcome report.

Generally this material should contain information such as:

- the date of the school's orientation day (an invitation should be sent to each relevant parent individually). You may include students high on your reserve list, as long as they understand that an offer is not guaranteed. You may consider sending them a different invitation to those sent to students with offers.
- where uniforms may be purchased
- the school's starting day in 2024 for Year 7
- transport details
- school features and specialised programs such as music and drama
- any other significant information about the school.

As your staff access your school's updated outcome reports, you should ensure that the parents of students receiving later offers are provided with this information.

Filling vacancies

New offers will be made in priority order from the reserve list as offers are declined. Appeals can result in changes to reserve lists. Students on a reserve list are assigned a reserve band which reflects how long it took in a previous year for that place to receive an offer and if that place on the reserve list was reached before the end of the year.

After the placement outcome has been released, if students need to be considered because of an approved change of choice or similar unusual circumstance, the Unit will ask the selective high school principal to approve the change on behalf of the selection committee.

Selective high schools must continue to advise the Unit of vacancies as they arise at least until the end of Term 1. After that time, the principals have discretion to either advise the Unit to make offers or to carry over vacancies to the Years 8 to 12 application process (in June-July). Further offers will continue until the classes are filled or there are no more qualified candidates.

It is essential that you notify the Unit of any students who do not arrive on the first day of school so their places can be filled as soon as possible.

Summary of roles

The Selective Education Unit will:

- provide an online application site for parents
- maintain secure and accurate student records
- prepare and publish online the printable placement information
- help applicants who have a disability and so are unable to use a computer to apply

- arrange advertising in metropolitan, rural and regional newspapers and on social media and radio
- advise primary principals of availability of the SCOUT report showing applications received and give access to the SHSOC Schools' site for processing applications and messaging
- liaise with the test contractors about the test, logistics and scoring
- allocate students to test centres and develop related administration materials
- advise parents of the test centre to which students have been allocated
- schedule selection committee meetings and prepare information for them, making preliminary decisions in advance of the meeting, where possible
- provide non-voting executive officers for selection committee meetings
- notify applicants and schools of placement outcomes and selection committee decisions
- process offers and responses
- process outcomes of results enquiries and make new offers where applicable
- process and prepare appeals and arrange for appeals panels to consider appeals
- answer enquiries from parents and schools
- provide placement reports to primary schools, selective high schools, designated local high schools and high schools requesting information about out-of-area candidates.

Selective high school principals will:

- answer enquiries from parents and direct them to the Unit's website for further information
- be prepared for their schools to be designated as test centres for the Selective High School Placement Test and the Opportunity Class Placement Test and to keep test materials secure before and after the test
- manage the process of inviting candidates to interview to determine readiness for boarding and make early offers conditional on test results
- possibly be asked to participate in the centralised selection committee meetings
- represent the selection committee after the initial selection committee meeting has been held, if required
- invite successful students and possibly those high up on the reserve list to orientation days
- be invited to officiate on an appeals panel
- notify the Unit if a parent contacts the school to decline a place, having initially accepted it

- notify the Unit of students who do not attend on the first day of school (unless a later start date during Term 1 has been negotiated with and approved by the school)
- continue to inform the Unit of Year 7 vacancies as they occur until at least the end of Term 1 in the year of placement. After this time principals have discretion to carry over places to the Years 8 to 12 process that begins in late June each year
- check all documentation relating to NSW residence or the citizenship or permanent residency of students before enrolling them. Note: Temporary visa holders are not eligible to enrol in a selective high school unless an appeal on this matter has been upheld. This does not happen often and the Unit will advise you if it happens
- check that all students present their 'Authority to attend' letter on the first day of school.

High schools will:

- be prepared for their schools to be designated as test centres for the Selective High School Placement Test and the Opportunity Class Placement Test and to keep test materials secure before and after the test.

More information

Placement of students in selective high schools in Year 7 is administered by the Selective Education Unit, formerly the High Performing Students Team. The Selective Education Unit is referred to as 'the Unit' in this document.

Information and updates about the placement process is published on the internet at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes>

Contact

Message online: The SHSOC Schools' site has a messaging function at <https://shsoc-schools.education.nsw.gov.au/> (principal's DoE login is required).

Email: ssu@det.nsw.edu.au

Telephone: 1300 880 367*

* The Unit has an IVR telephone system with recorded messages on the main number 1300 880 367.

Principals, school staff and Directors, Educational Leadership can use the telephone number 7814 3626 to speak directly to the Unit's staff. Please do not give this number to parents.