

## STATEWIDE YEAR 6 TO 7 PLACEMENT TIMELINE 2024-25 – FOR YEAR 7 PLACEMENT IN 2025 SCHOOL YEAR

2024 Dates	Activity	Responsible Party
<b>Term 1: Monday 29 January 2024 – Thursday 28 March 2024</b>		
<b>Term 2: Monday 15 April 2024 – Friday 28 June 2024</b>		
<b>Week 1, Term 2 2024</b>	Primary schools <b>distribute the Year 6 to 7 Placement Information Pack 2024-25</b> to all families of Year 6 students.	Primary
by Friday 3 May 2024	DE notifies secondary schools if they are going to receive an enrolment restriction via an Enrolment Management Implementation Plan for the 2025 school year.	DE – Regions
<b>by Friday 10 May 2024</b>	<b>Parents/carers submit Application for Year 7 Placement 2025 to primary schools.</b>	Parents/carers
by Tuesday 21 May 2024	Using the <i>Placement Requests Summary</i> , primary schools send all initial placement requests (first preferences) to each relevant secondary school. Copies of the <i>Application for Year 7 Placement 2025</i> forms should be attached to the summary.	Primary
by Wednesday 5 June 2024	Using the <i>Non-Placement Confirmation Summary</i> , secondary schools advise primary schools of any unsuccessful initial placement requests (first round preferences).	Secondary
from Thursday 6 June 2024	Where placement requests are unsuccessful, primary schools submit the <i>Placement Requests Summary</i> to each relevant secondary school (second then third preferences) until the student is placed. If a student is not placed at any of their preferred schools, the primary school must send the <i>Placement Requests Summary</i> to the student's designated neighbourhood school.	Primary
by Wednesday 19 June 2024	Using the <i>Placement Confirmation Summary</i> , secondary schools notify primary schools of the names of all students (first, second and third preference rounds) accepted into Year 7 for 2025.	Secondary
<b>Term 3: Monday 15 July 2024 – Friday 20 September 2024</b>		
<b>Wednesday 17 July 2024</b>	Using the <i>Placement Notification Template</i> , <b>primary schools inform parents/carers of their child's Year 7 placement offer for the 2025 school year.</b> The <i>Year 7 Placement Acceptance Slip</i> must be included and, where relevant, the <i>Appeal Form</i> .	Primary
from Thursday 18 July 2024	Secondary schools may commence distributing transition and orientation information to parents/carers of students who have a Year 7 placement offer for 2025.	Secondary
Friday 26 July 2024	Closing date for parents/carers to lodge a written appeal with their preferred secondary school.	Parents/carers
by Tuesday 6 August 2024	Using the applicable <i>Appeal Outcome Template</i> , secondary schools notify parents/carers of the outcome of their appeal.	Secondary
<b>by Wednesday 7 August 2024</b>	<b>Parents/carers return their Year 7 Placement Acceptance Slip to their child's primary school.</b>	Parents/carers
by Friday 16 August 2024	Primary schools send the updated <i>Placement Confirmation Summary</i> back to secondary schools.	Primary
Tuesday 20 August 2024	Closing date for parents/carers to lodge a written appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to their preferred secondary school.	Parents/carers
from end of August 2024	Primary schools may commence transferring student information for all students who have accepted their Year 7 placement.	Primary
<b>Term 4: Monday 7 October 2024 – Friday 20 December 2024</b>		
by Friday 18 October 2024	Regions notify parents/carers in writing of the outcome of the Regional Director appeal. This only applies to appeals received by the closing date.	DE – Regions
by Tuesday 22 October 2024	Parents/carers who have indicated an intention to appeal to the Regional Director must submit an updated <i>Year 7 Placement Acceptance Slip</i> to their child's primary school to finalise their enrolment.	Parents/carers
by Friday 1 November 2024	Primary schools must send a revised <i>Placement Confirmation Summary</i> to relevant secondary schools where parents/carers had indicated their intention to appeal.	Primary
<b>Tuesday 10 December 2024</b>	<b>Secondary schools host an Orientation Day for Year 6 students.</b>	Secondary

### PROCEDURAL INFORMATION

#### Schools must not:

- create or use forms other than those supplied by the department.
- communicate with parents/carers regarding the status or outcome of placement applications prior to Wednesday 17 July 2024.
- undertake testing or hold interviews with prospective families before placement offers are received by parents/carers.
- share student information (including CASES21 student data transfer, NAPLAN results and teacher judgement reports) before placement offers are accepted by parents/carers in August 2024.

#### Application for Year 7 placement

All families with Year 6 students at government schools must complete and return the *Application for Year 7 Placement 2025*. This includes students who are continuing at a P-12 school, offered a place in a non-government school or registered for home schooling.

Primary schools are responsible for checking that:

- the information supplied by the parent/carer in the *Application for Year 7 Placement 2025* is accurate and complete
- address details on the application form reflect address details in CASES21
- the secondary school preference/s of the parents/carers are clear.

If the *Application for Year 7 Placement 2025* is not submitted, primary school staff should:

- take reasonable steps to contact the parent/carer and notify them that the student's name will be given to their designated neighbourhood school should no application form be submitted by 21 May 2024
- document the steps taken to give parents/carers the opportunity to submit the application form
- add the student's name to the *Placement Requests Summary* for their designated neighbourhood school with a note that the application form was not returned
- inform the parent/carer in writing that this action has been taken.

### Placement offers

Secondary schools must follow the department's [Placement Policy](#) and their Enrolment Management Implementation Plan should they have one for the 2025 school year.

Secondary schools offering specific in-school curriculum/artistic/sporting/leadership programs must communicate to prospective families that the school cannot reserve, nor prioritise, Year 7 placements based on anticipated test results.

### Non-placement at preferred school

When notifying families of their child's Year 7 placement at a school which is not their first preference, the student's primary school should provide parents/carers with a copy of the *Appeal Form* along with their placement letter.

For guidance on the appeal process, refer to [Appealing enrolment decisions](#) and consult the statewide timeline for relevant closing dates.

### Year 7 acceptance

All families must return the *Year 7 Placement Acceptance Slip* to their primary school. This includes students who will be attending a non-government school or where the family has lodged an appeal.

Primary schools are required to take reasonable steps to follow up with parents/carers to confirm their child's Year 7 placement for 2025. If these attempts are unsuccessful, staff must advise the family, in writing, that their enrolment information will be shared with their designated neighbourhood school by 1 November 2024.

### Determining permanent residence

Schools must follow the department's guidance on [Determining permanent residence](#) when verifying a student's address for the purpose of enrolment.

Prior to a Year 7 placement offer being made, any questions about validating a student's permanent residence should be directed to the student's primary school. After placements are offered on 17 July 2024, secondary schools can verify this information directly with parents/carers.

### Transfer of student information

Once a parent/carer confirms acceptance of their child's placement offer, student information must be transferred between the primary and secondary school. This information includes CASES21 student data transfer, NAPLAN results and teacher judgement reports.

For an overview of the Student Data Transfer process, refer to chapter 24 of the [CASES21 Administration User Guide](#).

### Late applications

Primary schools must continue to manage late applications until the end of the school year, including those from families who move permanent residence and have a change of preference to align with their new school zone.

Secondary schools must continue to review and offer placement to late applications from students residing within their school zone. Where a school is able to accept all students who seek entry, placement should be reviewed and offered to students residing outside of the school zone.

### Record keeping

All electronic or hardcopy forms must be retained securely by primary and secondary schools for a minimum of 7 years in accordance with record keeping standards.

### Students at non-government primary schools

Families of Year 6 students at non-government schools may approach secondary schools directly if their child's primary school is not supporting the statewide placement process. Non-government families must still use the *Application for Year 7 Placement 2025*.

For direct submissions from these families, secondary schools must acknowledge receipt of the application form and advise families, in writing, that if their child is not successful in gaining a Year 7 placement at their preference/s, their form will be forwarded to their designated neighbourhood school. Placement offers must be made on 17 July 2024, in accordance with the statewide timeline.

### International students

Fee-paying international students who hold a subclass 500 student visa (in their own name) may only attend [accredited government schools](#). These students should submit a new student application at [www.study.vic.gov.au](http://www.study.vic.gov.au). They must not use the *Application for Year 7 Placement 2025*. The International Education Division will manage the enrolment of these students through the International Student Program process.

Other international students (such as those holding a dependant or temporary visa) are legally entitled to enrol at their designated neighbourhood school and should follow the same placement process as local students.