

STATEWIDE PLACEMENT TIMELINE AND PROCEDURES 2022-23 – FOR YEAR 7 PLACEMENT IN 2023 SCHOOL YEAR

2022 dates	Activity and Notes		Responsible party	
<b>Term 1: Friday 28 January 2022 (students commence 31 January) – Friday 08 April 2022</b>				
Monday 28 February 2022	All student information should be updated using the CASES21 census application by this date.	<ul style="list-style-type: none"> <li>Schools should continue to update CASES21 when there is a change to student and/or family details.</li> </ul>	Primary	Secondary
<b>Term 2: Tuesday 26 April 2022 – Friday 24 June 2022</b>				
Week 1, Term 2 2022	<b>Year 6 to Year 7 Placement Information Packs for Schools and Parents/Carers (for 2023 school year) available for download</b> from the Department of Education and Training website.		DET	
From Week 1, Term 2 2022	<p>Government primary schools distribute the <b>Placement Information Pack for Parents/Carers for 2023 school year</b> to all families of current Year 6 students.</p> <p><b>The Parent/Carer Pack contains:</b></p> <ul style="list-style-type: none"> <li>Application for Year 7 Placement 2023 Form</li> <li>*New* Year 7 Placement Acceptance Slip</li> <li>Frequently Asked Questions</li> <li>Privacy Notice</li> </ul>	<ul style="list-style-type: none"> <li>Secondary schools are not to request that families complete school-based copies of application forms – families should only be expected to complete the statewide <b>Application for Year 7 Placement 2023 Form</b>.</li> <li>Secondary schools are <b>not</b> to distribute copies of the Application for Year 7 Placement 2023 Form to families of Year 6 students attending <b>government</b> schools – this must be done by government primary schools.</li> </ul> <p><b>Students at non-government primary schools</b></p> <ul style="list-style-type: none"> <li>Families of Year 6 students at Catholic and independent primary schools may <b>approach secondary schools directly</b> for a copy of the statewide Application for Year 7 Placement 2023 Form, if their child's non-government primary school is not supporting the statewide transition application process.</li> <li>For direct submissions, 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 Government School for placement.</li> </ul>	Primary	
Friday 13 May 2022	<b>Parents/carers return Application for Year 7 Placement 2023 Forms to government primary schools by this date.</b>		Primary	Parents/Carers
Tuesday 24 May 2022	<p>Using the <b>Summary of Placement Requests</b> form, primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date.</p> <p><b>Copies of each Application for Year 7 Placement 2023 Form should be attached;</b> all original documentation should be retained by the primary school for a minimum of 2 years in accordance with record keeping standards.</p>	<ul style="list-style-type: none"> <li>The Summary of Placement Requests form is available in the Placement Information Pack for Schools.</li> <li>Primary and secondary schools must <b>not</b> communicate with parents/carers regarding the status or outcome of placement requests until <b>Wednesday 20 July 2022</b>.</li> <li>Secondary schools must <b>not undertake pre-enrolment testing/interviews/auditions etc.</b> for specific curriculum/artistic/sporting/leadership etc. programs prior to <b>Thursday 21 July 2022</b>.</li> </ul> <p><b>Fee-paying international students</b></p> <ul style="list-style-type: none"> <li>International students must not use the Application for Year 7 Placement 2023 Form. Instead they submit a new student application at <a href="http://www.study.vic.gov.au">www.study.vic.gov.au</a>. The International Education Division will formalise the enrolment of these students through the International Student Program process. Schools should direct the parent/carer of the international student to the above <a href="#">link</a> for Year 7 placement as soon as possible.</li> </ul>	Primary	
Wednesday 25 May 2022	Secondary schools confirm receipt of all initial placement requests made by primary schools by this date.	n/a	Secondary	
Wednesday 8 June 2022	Using the <b>Summary of Non-Placement Confirmation</b> form, secondary schools advise primary schools of any <b>unsuccessful initial placement requests</b> (first round preferences) by this date.	<ul style="list-style-type: none"> <li>The Summary of Non-Placement Confirmation form is available in the Placement Information Pack for Schools.</li> <li>Primary and secondary schools must <b>not</b> communicate with parents/carers regarding the status or outcome of placement requests until <b>Wednesday 20 July 2022</b>.</li> <li>Secondary schools must <b>not undertake pre-enrolment testing/interviews/auditions etc.</b> for specific curriculum/artistic/sporting/leadership etc. programs prior to <b>Thursday 21 July 2022</b>.</li> </ul>	Secondary	
Thursday 9 June 2022	Where initial placement requests were unsuccessful, <b>primary schools submit all subsequent preference requests</b> (second and third preferences) to each relevant secondary school until the student is placed.	<ul style="list-style-type: none"> <li>If a student is not placed at their preference school/s, the primary school must send the request to their Designated Neighbourhood School.</li> </ul>	Primary	
Wednesday 22 June 2022	Using the <b>Summary of Placement Confirmation</b> form, secondary schools notify primary schools of the names of all students (first, second and third preference rounds) accepted into Year 7 for 2023.	<ul style="list-style-type: none"> <li>The Summary of Placement Confirmation form is available in the Placement Information Pack for Schools.</li> <li>Secondary schools must <b>not</b> request student-level data, including NAPLAN or achievement data, from primary schools, <b>prior</b> to an enrolment offer being made, and accepted, by parents/carers.</li> </ul>	Secondary	
25 June to 10 July 2022	School holidays			
<b>Term 3: Monday 11 July 2022 – Friday 16 September 2022</b>				

2022 dates	Activity and Notes		Responsible party	
Wednesday 20 July 2022	<p><b>Primary schools notify parents/carers of Year 6 students, in writing, of their child's Year 7 placement offer for 2023 school year</b></p> <p><i>**This notification should include a rationale for any non-placement, if applicable. The Year 7 Placement Acceptance Slip is available in the Placement Information Pack for Schools and should be included with the letter of offer. The Slip is to be returned by the parent/carer, to their child's government primary school by <b>Wednesday 10 August 2021.</b></i></p>		Primary	
From Thursday 21 July 2022	Secondary schools send welcome letter to parents/carers of prospective students who have been offered a Year 7 placement for 2023.	n/a	Secondary	
From Thursday 21 July 2022	<p><b>Parents/carers commence lodging written non-placement appeals with preferred secondary schools.</b></p> <p><i>**Parents/carers have the option of using the <b>Year 6 to Year 7 Transition Placement Appeal Form</b> to lodge this appeal. Primary schools are asked to provide families with a copy of this form, which can be found in the Placement Information Pack for Schools.</i></p>		Parents/Carers	
Friday 29 July 2022	<p><b>Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary schools.</b></p>		Parents/Carers	
Tuesday 9 August 2022	<p><b>Secondary schools notify all parents/carers, in writing, of the outcome of non-placement appeals by this date.</b></p>		Secondary	
Wednesday 10 August 2022	All parents/carers return their <b>Year 7 Placement Acceptance Slip</b> to their child's government primary school.	n/a	Parents/Carers	
Friday 19 August 2022	Primary schools send <b>Summary of Year 7 Acceptances Form</b> to all secondary schools.	<ul style="list-style-type: none"> <li>The Summary of Year 7 Acceptances is available in the Placement Information Pack for Schools.</li> </ul>	Primary	
Monday 22 August 2022	Secondary schools may commence distributing orientation, and other transition information to parents/carers of Year 6 students who have a <b>confirmed</b> Year 7 placement for 2023.	n/a	Secondary	
Tuesday 23 August 2022	<p><b>Closing date for parents/carers to lodge a written non-placement appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to their preferred secondary school.</b></p>		Parents/Carers	
From end of August 2022	Primary schools commence transferring student information data using CASES21. The Student Data Transfer process should only occur for those students with an <b>accepted</b> Year 7 placement.	n/a	Primary	Secondary
17 September to 2 October 2022	School holidays			
<b>Term 4: Monday 3 October 2022 – Tuesday 20 December 2022</b>				
Friday 21 October 2022	<p><b>Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by this date.</b></p> <p><i>**This only applies to appeals received by the closing date of Tuesday 23 August.</i></p>		DET	
Tuesday 25 October 2022	Parents/carers who received an outcome for their non-placement appeal to the Regional Director, must submit an <b>updated Year 7 Placement Acceptance Slip</b> to their child's government primary school by this date.	n/a	Parents/Carers	
Tuesday 13 December 2022	<p><b>Secondary schools host an Orientation Day for all Year 6 students.</b></p>		Secondary	
Ongoing	Primary schools manage late applications and change of preference requests until the end of the school year, co-ordinating with secondary schools as required.		Primary	
Tuesday 20 December 2022	Final day of Term 4			