

STATEWIDE YEAR 6 TO YEAR 7 PLACEMENT TIMELINE AND PROCEDURES 2023-24 – FOR YEAR 7 PLACEMENT IN 2024 SCHOOL YEAR

2023 dates	Activity and Notes		Responsible party	
Term 1: Friday 27 January 2023 (students commence Monday 30 January) – Thursday 06 April 2023				
Monday 27 February 2023	All student information should be updated using the CASES21 census application by this date.	<ul style="list-style-type: none"> Schools should continue to update CASES21 when there is a change to student and/or family details. 	Primary	Secondary
Term 2: Monday 24 April 2023 – Friday 23 June 2023				
Week 1, Term 2 2023	Year 6 to Year 7 Placement Information Packs for Schools and Parents/Carers (for 2024 school year) available for download from the Department of Education and Training website.		DET	
From Week 1, Term 2 2023	<p>Government primary schools distribute the Placement Information Pack for Parents/Carers for 2024 school year to all families of current Year 6 students.</p> <p>The Parent/Carer Pack contains:</p> <ul style="list-style-type: none"> Application for Year 7 Placement 2024 Form and Privacy Notice Frequently Asked Questions 	<ul style="list-style-type: none"> Secondary schools cannot request that prospective families complete school-based copies of application forms – families should only be asked to complete the official, statewide Application for Year 7 Placement 2024 Form. Secondary schools are not to distribute copies of the <i>Application for Year 7 Placement 2024 Form</i> to families of Year 6 students attending government schools – this must be done by government primary schools. Secondary schools must not promote nor undertake pre-enrolment testing/interviews/auditions etc. for specific curriculum/artistic/sporting/leadership etc. programs prior to Wednesday 9 August 2023 after students have advised primary schools they have accepted Year 7 placement. <p>Students at non-government primary schools ONLY</p> <ul style="list-style-type: none"> Families of Year 6 students at Catholic and independent primary schools may approach secondary schools directly for a copy of the statewide <i>Application for Year 7 Placement 2024 Form</i> if their child's non-government primary school is not supporting the statewide transition application process. 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 Government School for placement. 	Primary	
Friday 12 May 2023	<p>Parents/carers return Application for Year 7 Placement 2024 Forms to government primary schools by this date.</p> <p><i>*Primary schools are responsible for checking that the form is accurate and complete, including that address details are up to date and reflect address details on CASES21, and that the preferences of the parents/carers are clear.</i></p>		Primary	Parents/Carers
Tuesday 23 May 2023	<p>Using the Summary of Placement Requests form, primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date.</p> <p>Copies of each Application for Year 7 Placement 2024 Form should be attached; 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"> The <i>Summary of Placement Requests</i> form is available in the Placement Information Pack for Schools. Primary and secondary schools must not communicate with parents/carers regarding the status or outcome of placement requests until Wednesday 19 July 2023. Primary schools are able to contact parents/carers for address verification on behalf of secondary schools, as requested. <p>Fee-paying international students</p> <ul style="list-style-type: none"> International students must not use the <i>Application for Year 7 Placement 2024 Form</i>. Instead they submit a new student application at www.study.vic.gov.au. 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 link for Year 7 placement as soon as possible. 	Primary	
Wednesday 24 May 2023	Secondary schools confirm receipt of all initial placement requests made by primary schools by this date.		Secondary	
Wednesday 7 June 2023	Using the Summary of Non-Placement Confirmation form, secondary schools advise primary schools of any unsuccessful initial placement requests (first round preferences) by this date.	<ul style="list-style-type: none"> The <i>Summary of Non-Placement Confirmation</i> form is available in the Placement Information Pack for Schools. Primary and secondary schools must not communicate with parents/carers regarding the status or outcome of placement requests until Wednesday 19 July 2023. 	Secondary	
Thursday 8 June 2023	Where initial placement requests were unsuccessful, primary schools submit all subsequent preference requests (second and third preferences) to each relevant secondary school until the student is placed.	<ul style="list-style-type: none"> If a student is not placed at their preference school/s, the primary school must send the request to their Designated Neighbourhood School. 	Primary	
Wednesday 21 June 2023	Using the Summary of Placement Confirmation form, secondary schools notify primary schools of the names of all students (first, second and third preference rounds) accepted into Year 7 for 2024.	<ul style="list-style-type: none"> The <i>Summary of Placement Confirmation</i> form is available in the Placement Information Pack for Schools. Secondary schools must not request student-level data, including NAPLAN results or teacher judgement reports, from primary schools or families, until after students have accepted their offer. 	Secondary	
24 June to 09 July 2023	School holidays			

2023 dates	Activity and Notes		Responsible party	
Term 3: Monday 10 July 2023 – Friday 15 September 2023				
Wednesday 19 July 2023	<p>Primary schools notify parents/carers of Year 6 students, in writing, of their child's Year 7 placement offer for 2024 school year</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 Wednesday 09 August 2023.</i></p>		Primary	
From Thursday 20 July 2023	Secondary schools send welcome letter to parents/carers of prospective students who have been offered a Year 7 placement for 2024.	<ul style="list-style-type: none"> Secondary schools cannot request student academic, wellbeing and attendance data from primary schools until after students have accepted their offer. 	Secondary	
From Thursday 20 July 2023	<p>Parents/carers commence lodging written non-placement appeals with preferred secondary schools.</p> <p><i>**Parents/carers have the option of using the Year 6 to Year 7 Transition Placement Appeal Form 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 28 July 2023	<p>Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary schools.</p>		Parents/Carers	
Tuesday 08 August 2023	<p>Secondary schools notify all parents/carers, in writing, of the outcome of non-placement appeals by this date.</p>		Secondary	
Wednesday 09 August 2023	All parents/carers return their Year 7 Placement Acceptance Slip to their child's government primary school.	<ul style="list-style-type: none"> All families at government primary schools need to return their <i>Acceptance Slip</i>, even if a student will be attending a Catholic or Independent school in 2024 or the family has lodged a non-placement appeal. 	Parents/Carers	
Friday 18 August 2023	Primary schools complete the applicable column in the Summary of Placement Confirmation Form and send to secondary schools.		Primary	
Ongoing	<p>Primary schools manage <u>late</u> applications, including those from families who <u>move</u> permanent residence and have a change of preference to align with new DNS, until the end of the school year, co-ordinating with secondary schools as required.</p>		Primary	
Monday 21 August 2023	Secondary schools may commence distributing orientation, and other transition information to parents/carers of Year 6 students who have a confirmed Year 7 placement for 2024.	<ul style="list-style-type: none"> Secondary schools cannot request student academic, wellbeing and attendance data from primary schools until after students have accepted their offer. 	Secondary	
Tuesday 22 August 2023	<p>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.</p>		Parents/Carers	
From end of August 2023	Primary schools commence transferring student information data using CASES21 for all students who have accepted their Year 7 placement.	n/a	Primary	Secondary
16 September to 1 October 2023	School holidays			
Term 4: Monday 2 October 2023 – Wednesday 20 December 2023				
Friday 20 October 2023	<p>Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by this date.</p> <p><i>**This only applies to appeals received by the closing date of Tuesday 22 August.</i></p>		DET	
Tuesday 24 October 2023	Parents/carers who received an outcome for their non-placement appeal to the Regional Director, must submit an updated Year 7 Placement Acceptance Slip to their child's government primary school by this date.	n/a	Parents/Carers	
Friday 3 November 2023	Primary schools complete the applicable column in the Summary of Placement Confirmation Form and send to secondary schools.	<ul style="list-style-type: none"> This action only applies if your school has parents/carers who ticked the "I have lodged a non-placement appeal..." box on their <i>Acceptance Slip</i> in August. 	Primary	
Tuesday 12 December 2023	<p>Secondary schools host an Orientation Day for all Year 6 students.</p>		Secondary	
Wednesday 20 December 2023	Final day of Term 4			