

Parent overview of the selective high school placement process

This is a general overview to alert you to important stages throughout the placement process. Read the *Information about applying for Year 7 entry to selective high schools in 2017* so that you know the placement procedures and requirements.

For placement in 2017

<i>When</i>	<i>What</i>	<i>How</i>
Before 13 October 2015	Parents of Year 5 students advised of the opportunity to apply for Year 7 placement in a selective high school in 2017	Newspaper advertising Newsletters from school <i>Intention to apply</i> letter from school
13 October 2015	Application website opens on the internet at www.schools.nsw.edu.au/shsplacement	Read the application information and submit an application online. Parents without internet access can apply at a public library. If parents have a disability and cannot use a computer they can contact the Unit for assistance.
16 November 2015 10.00 pm	Application closes No late applications will be accepted	Parents provide documentation about disability, behavioural or medical conditions Government school student details are provided directly to the principal for school assessment scores. Non-government school parents must print a copy of the principal's page that was sent by email and hand it to the principal to complete. They then send the principal's page to the Unit by 8 December 2015.
25 February 2016	Parents receive a <i>Test authority</i> letter Parents advised of special test provisions granted, if applicable	Ring the Unit if you haven't received the <i>Test authority</i> letter or email by this date.
10 March 2016	Selective High School Placement Test	Make sure your child attends the test. Parents are responsible for taking their children to and from the test centre.
By 25 March 2016	If appropriate, parents submit illness/misadventure claims	If an illness/misadventure prevented the student from attending the test or may have affected the student's test performance you may submit an <i>Illness/misadventure form</i> .
29 April 2016	Last day for parents to request a change of choice without explanation	Choices may be changed up until this date as selection committees have not yet met. After this date you must explain in writing why you wish to change your choice. A change is subject to approval.

<i>When</i>	<i>What</i>	<i>How</i>
May-June 2016	Selection committees meet	A selection committee for each school considers students who have listed the school as a choice.
Early July 2016	Parents receive the placement outcome	<p>You are advised whether the child is:</p> <ul style="list-style-type: none"> • receiving an offer • placed on a reserve list • unsuccessful <p>Parents accept or decline offers and reserve places</p>
18 July 2016	Parents submit appeals to the principal, if applicable	Principal completes and sends appeals to the Unit by 25 July 2016.
Early August 2016	Reserve list progress shown on the website	You can check how the reserve list is progressing. Movement on the reserve list is updated regularly as offers are made.
September 2016	Appeals panels meet	Appeals panels consider appeals provided by the parents
October 2016	Outcomes of appeals sent to parents	
November 2016	Offer and reserve reminders sent	You will receive a reminder asking if you still wish to retain an offer or remain on a reserve list. If you do not, you should notify the Unit immediately.
14 December 2016 3.00 pm	Students who have accepted an offer to a selective high school and have not subsequently declined are removed from the reserve list(s) of higher choice schools.	If you wish to remain on a reserve list for a higher choice school you will have to decline the current offer. There is no guarantee that the reserve list position will be reached.
Mid-January 2017	Students who have accepted an offer will be sent an <i>Authority to attend</i>	Present the <i>Authority to attend</i> on the first day of school.
End of January 2017	Successful candidates enrol at a selective high school in Year 7	