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.  | * *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 | Government primary schools distribute the ***Placement Information Pack for Parents/Carers for 2024 school year*** to all families of current Year 6 students. **The Parent/Carer Pack contains:*** Application for Year 7 Placement 2024 Form and Privacy Notice
* Frequently Asked Questions
 | * 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 *Application for Year 7 Placement 2024 Form* 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.

 **Students at non-government primary schools ONLY** * Families of Year 6 students at Catholic and independent primary schools may **approach secondary schools** **directly** for a copy of the statewide *Application for Year 7 Placement 2024* Form 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** | **Parents/carers return Application for Year 7 Placement 2024 Forms to government primary schools by this date.** | Primary | Parents/ Carers |
| ***\*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.* |
| Tuesday 23 May 2023 | Using the ***Summary of Placement Requests*** form, primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date. **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. | * *The Summary of Placement Requests* 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.

**Fee-paying international students** * International students must **not** use the *Application for Year 7 Placement 2024* Form. Instead they submit a new student application at [www.study.vic.gov.au](http://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](https://www.study.vic.gov.au/en/international-student-program/Pages/default.aspx) 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, *s*econdary schools advise primary schools of any **unsuccessful** **initial placement requests** (first round preferences) by this date.  | * *The Summary of Non-Placement* Confirmation 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. | * 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.  | * *The Summary of Placement* *Confirmation* 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 |
| **Term 3: Monday 10 July 2023 – Friday 15 September 2023** |
| **Wednesday 19 July 2023** | **Primary schools notify parents/carers of Year 6 students, in writing, of their child’s Year 7 placement offer for 2024 school year***\*\*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.*** | 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.  | * 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 | **Parents/carers commence lodging written non-placement appeals with preferred secondary schools.***\*\*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.* | Parents/Carers |
| **Friday 28 July 2023** | **Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary schools.** | Parents/Carers |
| **Tuesday 08 August 2023** | **Secondary schools notify all parents/carers, in writing, of the outcome of non-placement appeals** **by this date.** | Secondary |
| Wednesday 09 August 2023 | All parents/carers return their ***Year 7*** ***Placement Acceptance Slip*** to their child’s government primary school.  | * **All** families at government primary schools need to return their *Acceptance* *Slip*, 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** | **Primary schools manage late applications, including those from families who move 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.** | 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. | * 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 | **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.** | Parents/Carers |
| From end of August 2023 | Primary schools commence [transferring student information data using CASES21](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/User%20Guides/C21%20ADMINISTRATION%20User%20Guides/Chapter%2024%20Student%20Data%20Transfer.pdf) 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** | **Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by this date.***\*\*This only applies to appeals received by the closing date of Tuesday 22 August.* | 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.  | * This action only applies if your school has parents/carers who ticked the “*I have lodged a non-placement appeal…*” box on their *Acceptance Slip* in August.
 | Primary |
| **Tuesday 12 December 2023** | **Secondary schools host an Orientation Day for all Year 6 students.** | Secondary |
| Wednesday 20 December 2023 | Final day of Term 4 |