Year 6 to Year 7 Transition: Statewide Placement Timeline and Procedures

Date	Activity	Primary School	Secondary School	Parent
Fri 26 Feb	Regional office distributes Year 6 to Year 7 Transition Statewide Placement Timeline and Procedures to all government schools by this date.			
Wed 16 Mar	Regional office distributes Year 6 to Year 7 Transition memo and Parent and School Transition Packs to all government schools.			
Tue 12 Apr	Information related to transition for Year 6 to Year 7 including the regional Parent Transition Packs uploaded to the DET website.			
	Primary schools distribute a Transition Pack to all parents of Year 6 students by this date, with: • **Letter to Parents** (from Regional Director) • **Frequently Asked Questions (Parents)** • **List of schools in Region with Year 7** • **Application for Year 7 Placement** • **Privacy Notice** • Customised information about local secondary schools (produced by primary school) ***Please note**: Secondary schools should not distribute copies of the Application for Year 7 Placement form*	■		
Fri 13 May	Parents return **Application for Year 7 Placement** forms to primary schools by this date. Primary Schools are responsible for checking that the form is complete and that the parent's choice is clear.			■
Tue 31 May	Primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date, with **Summary of Placement Requests** form, and photocopy of each **Application for Year 7 Placement** form (as *all original documentation should be retained by the primary school).* ***Please note**: Schools should not communicate with parents regarding the status of placement requests until Wednesday 10 August (primary schools) or Thursday 11 August (secondary schools).*	■		
Wed 1 Jun	Secondary schools confirm receipt of all initial placement requests made by the primary school by this date.		■	
Wed 22 Jun	Secondary schools advise primary schools of any unsuccessful initial placement requests by this date.		■	
	Where initial placement requests were unsuccessful, primary schools submit all subsequent preference requests to each relevant secondary school until the student is placed.	■		
Fri 29 Jul	Secondary schools notify primary schools, in writing, of the names of all students who have been accepted into Year 7, with **Summary of Placement Confirmation** form.		■	
Wed 10 Aug	Primary schools notify parents of Year 6 students, in writing, with placement offers. This notification should include a rationale for any non-placement if applicable.	■		
Thurs 11 Aug	Parents may commence lodging non-placement appeals with secondary schools.			■
	Secondary schools may from this day distribute enrolment, orientation, and any other transition, information to parents of future Year 7 students.		■	
Wed 17 Aug	Closing date for parents to lodge a non-placement appeal with secondary schools.			■
Fri 26 Aug	Secondary schools notify all parents who have lodged a non-placement appeal with an outcome by this date.		■	
Fri 2 Sep	Closing date for parents to lodge a non-placement appeal with the Regional Director where they are unsuccessful with their appeal to the secondary school.			■
Tue 6 Dec	Secondary schools host an Orientation Day for Year 6 students.		■	
Ongoing	Secondary schools should accommodate parents who change their mind and/or permanent residential address. • Changes may be made up until the last day of Term 4 and there may be both new placement applications and other changes over the Christmas/New Year holidays, including new arrivals from within Victoria, interstate or overseas, and from non-government schools. • In a situation where a parent changes from the allocated secondary school, the newly selected secondary school is required to notify the originally allocated secondary school and primary school (where relevant) in order for records to be adjusted.		■	