

Year 6 to Year 7 Transition: Statewide Placement Timeline and Procedures - 2017

Date	Activity	Primary School	Secondary School	Parent
Start Term 1 2017	Year 6 to Year 7 Transition Statewide Placement Timeline and Procedures for 2017, are distributed to all government schools to assist with their planning.			
Tue 21 Feb 2017	Reminder sent to all schools about the Year 6 to Year 7 Transition Statewide Placement Timeline and Procedures for 2017.			
By 27 Mar	Regional office distributes Year 6 to Year 7 Transition memo and Parent and School Transition Packs to all government schools.			
Week 1, Term 2 - Tue 18 April onwards	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/carers of Year 6 students with: <ul style="list-style-type: none"> • Letter to Parents/Carers (from Regional Director) • Frequently Asked Questions (Parents/Carers) • List of schools in Region with Year 7 • Application for Year 7 Placement • Privacy Notice <i>Please note: Secondary schools should not distribute copies of the Application for Year 7 Placement form</i>			
Fri 12 May	Parents/Carers 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/carer's choice is clear.			
Tue 30 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). <i>Please note: Schools must not communicate with parents/carers regarding the status of placement requests until Wednesday 9 August (primary schools) or Thursday 10 August (secondary schools). Secondary Schools must not make offers to any student for specific programs prior to Thursday 10 August.</i>			
Wed 31 May	Secondary schools confirm receipt of all initial placement requests made by the primary school by this date.			
Wed 21 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 28 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, including offers for curriculum-based entry and SEAL programs.			
Wed 9 Aug	Primary schools notify parents/carers of Year 6 students, in writing, with placement offers. This notification should include a rationale for any non-placement if applicable.			
Thurs 10 Aug	Parents/Carers 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/carers of future Year 7 students.			
Fri 18 Aug	Closing date for parents/carers to lodge a non-placement appeal with secondary schools.			
Fri 1 Sep	Secondary schools notify all parents/carers who have lodged a non-placement appeal with an outcome by this date.			
Fri 8 Sep	Closing date for parents/carers to lodge a non-placement appeal with the Regional Director where they are unsuccessful with their appeal to the secondary school.			
Tue 12 Dec	Secondary schools host an Orientation Day for Year 6 students.			
Ongoing	Secondary schools should accommodate parents/carers who change their mind and/or permanent residential address. <ul style="list-style-type: none"> • 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/carer 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. 			