

Year 6 to Year 7 transition timeline

STATEWIDE PLACEMENT TIMELINE AND PROCEDURES FOR 2018–19

DATE	ACTIVITY	RESPONSIBLE PARTY	
		PRIMARY SCHOOLS	SECONDARY SCHOOLS
By 27 March 2018	Regional office distributes Year 6 to Year 7 Transition Memo and Parent and School Transition Information Packs to all government schools. Packs are also uploaded to the Department of Education and Training (the Department) website.		
From Week 1, Term 2 – Mon 16 April 2018	<p>Primary schools distribute a Transition Information Pack to all parents and carers of Year 6 students along with:</p> <ul style="list-style-type: none"> • Letter to parents and carers (from Regional Director) • Frequently Asked Questions (parents or carers) • List of Government schools in the Region offering Year 7 classes • Application for Year 7 Placement • Privacy Notice <p><i>Please note: Secondary schools should not distribute copies of the Application for Year 7 Placement form</i></p>		
Friday 11 May 2018	Parents and carers return Application for Year 7 Placement forms to primary schools by this date. Primary Schools are responsible for checking that the form is accurate and complete and that the parent's or carer's preferences are clear.		
Tuesday 29 May 2018	<p>Primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date, using the Summary of Placement Requests form. Photocopies of each Application for Year 7 Placement form should be attached (all original documentation should be retained by the primary school).</p> <p>Please note: Schools must not communicate with parents or carers regarding the status of placement requests until Wednesday 8 August 2018 (primary schools) or Thursday 9 August 2018 (secondary schools). Secondary Schools must not make offers to any student for specific programs prior to Thursday 9 August 2018.</p> <p><i>Fee-paying international students must submit a new student application at www.study.vic.gov.au for a Year 7 placement. The International Education Division will formalise the enrolment of these students through the International Student Program process. Schools should direct the parent or carer of the international student to the above link for Year 7 placement as soon as possible.</i></p>		
Wednesday 30 May 2018	Secondary schools confirm receipt of all initial placement requests made by primary schools by this date.		

DATE	ACTIVITY	RESPONSIBLE PARTY	
		PRIMARY SCHOOLS	SECONDARY SCHOOLS
Wednesday 20 June 2018	Secondary schools advise primary schools of any unsuccessful initial placement requests by this date.		
Wednesday 20 June 2018	Where initial placement requests were unsuccessful, primary schools submit all subsequent preference requests to each relevant secondary school until the student is placed.		
Friday 27 July 2018	Secondary schools notify primary schools of the names of all students who have been accepted into Year 7, and where applicable the rationale for placement, using the Summary of Placement Confirmation form available in the Transition Information Pack for schools.		
Wednesday 8 August 2018	Primary schools notify parents and carers of Year 6 students of placement offers, in writing. This notification should include a rationale for any non-placement if applicable.		
Thursday 9 August 2018	Parents or 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 and carers of future Year 7 students.		
Friday 17 August 2018	Closing date for parents or carers to lodge a non-placement appeal with secondary schools.		
Friday 31 August 2018	Secondary schools notify all parents and carers in writing of the outcome of non-placement appeals by this date.		
Friday 7 September 2018	Closing date for parents or carers to lodge a non-placement appeal with the Regional Director where they are unsuccessful with their appeal to the secondary school.		
Tuesday 11 December 2018	Secondary schools host an Orientation Day for Year 6 students.		
Ongoing	Schools must respond to late applications and change of preference requests until the end of the school year.		