



Information bulletin for principals of primary schools

This bulletin contains guidance for primary school principals with students applying for selective high school placement. If changes occur that affect primary schools, the High Performing Students Team (the Team) will inform principals as soon as they are confirmed. Visit the website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes> for further information and updates.

Important dates

| | |
|--------------------|---|
| Early-October 2021 | <ul style="list-style-type: none">• Application information sent to schools.• Application information is updated on the Team's website. |
| 19 October 2021 | Application site opens and parents apply online. |
| 17 November 2021 | Applications close. |
| 17 November 2021 | Principals' online portal opens for information about the application (government schools only). |
| 1 December 2021 | <ul style="list-style-type: none">• Principals' online portal closes (government schools only).• Non-government principals complete the principal's page for provision of information about the application and send it to the Team. |
| 24 February 2022 | Parents are sent a 'Test authority' letter and test information. |
| 10 March 2022 | Selective High School Placement Test |
| 17 March 2022 | Illness/misadventure requests due |
| May and June 2022 | Selection committees meet |
| 8 July 2022 | Parents and schools advised of placement outcomes |
| 15 July 2022 | Results enquiries due |
| 29 July 2022 | Appeals due |
| 5 August 2022 | Principals' comment on appeals due, if relevant |
| September 2022 | Appeals panels meet |
| Early-October 2022 | Appeals outcome advised |

Overview of the selective high school placement process

| Date | Process | Primary school action |
|-------------------------------------|--|--|
| Early-October 2021 | <p>Application and placement information sent to schools.</p> <ul style="list-style-type: none"> • Newsletters • 'Intention to apply' letter to parents • School website home page • School signboard | <p>Please use as many opportunities as possible to inform parents of Year 5 students of the opportunity to apply for entry to selective high schools in Year 7 in 2023 such as:</p> <ul style="list-style-type: none"> • advising parents in at least two newsletters or equivalent of the opening and closing dates for applications and the fact that they must apply before the due date • advising the above on the school's website home page and signboard during the application period • sending 'Intention to apply' letters home to all Year 5 parents • keeping a record of all responses to the Intention to apply letter • check that parents intending to apply have done so before the closing date. |
| 19 October 2021 | <p>Applications open online at https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7</p> <p>The printable 'Placement in selective high schools for entry in Year 7 in 2023' information is at the link above.</p> | <p>Distribute the placement information bulletin or link to all parents wishing to apply. You can refer parents without internet access to public libraries or you may assist parents to apply online.</p> <p>Advise parents not to submit duplicate applications. Parents will be able to log in to their application dashboard to correct any errors or make changes after submitting the application.</p> |
| 17 November 2021 | <p>Online application site closes.</p> <p>Late application information is on the website.</p> | <p>Check that all those intending to apply have done so before the closing date as late applications are accepted only in very limited circumstances.</p> |
| 17 November 2021 to 1 December 2021 | <p>The Team advises the principal of the SCOUT report showing applications received and instructions for using the online principal's portal to supply information about the application such as reasonable adjustments for disability and student background. (Government schools only)</p> <p>The Team may also request additional details about reasonable adjustments for disability that are provided at school.</p> <p>Non-government principals provide information on the principal's page submitted by parents.</p> | <p>Due to COVID 19 restrictions in 2021, primary schools will not be required to provide school assessment scores for the 2022 selective high school placement process for Year 7 entry in 2023.</p> <p>Provide details about students' reasonable adjustments for disability provided at school for tests, if asked.</p> <p>Please comment in the principal's portal about duplicate applications and students who appear on your list but are not enrolled at your school.</p> <p>Non-government principals send the completed principal's page to the Team.</p> |

| | | |
|--------------------|---|--|
| 24 February 2022 | Parents are sent 'Test authority' letter and test information. Principals are sent the test centre for their students. Parents are advised of reasonable adjustments for disability granted for the test. | Check that all applicants know where they are going for the test. Advise parents to contact the Team if they haven't received the 'Test authority' letter by 4 March. |
| 10 March 2022 | Selective High School Placement Test. | Please do not schedule other school activities for Year 6 students on this day. |
| 17 March 2022 | Parents submit illness/misadventure requests about test performance, or about missing the test within 5 working days of the test. | If applicable, direct parents to the Team's website for information about illness/misadventure procedures. The time for submitting illness/misadventure requests is short. |
| 24 April 2022 | Last day for parents to submit change of selective high school choices. | |
| May and June 2022 | Selection committees meet. | |
| 8 July 2022 | Placement outcomes released. Principals receive report of placement outcome soon after. | Non-government principals can request a report of outcomes if they have provided the principal page and if parents have given permission. |
| 15 July 2021 | If applicable, parents submit a Results enquiry via their application portal. | |
| 29 July 2022 | If applicable, parents submit an appeal via their application portal. | |
| 5 August 2022 | Principals add comments to appeals. | You will be asked to add comments to appeals if applicable. |
| September 2022 | Appeals panel meets. | If you are a principal of a school with an opportunity class, you may be invited to serve on a selective high school appeals panel. |
| Early-October 2022 | Outcome of appeals advised to parents. | |
| Mid-January 2023 | 'Authority to attend a selective high school' letters sent to parents. | |

Placement procedures for entry to selective high schools in Year 7 in 2023

In this document 'selective' includes fully selective high schools, partially selective high schools and selective agricultural high schools as well as Aurora College, the virtual selective high school.

For students applying in 2021 for placement in 2023, primary schools are not required to provide school assessment scores for their applicants. Students' placement scores will be calculated based on their test scores. The placement score will be out of 120.

Information about placement is subject to change throughout 2022 because COVID-19 restrictions may affect timing and processes.

The role of the primary school

As primary principal, you are responsible for:

- advising parents of the opportunity to apply online and before the closing date. This includes advertising the dates and the Team's website link on the school's website and in at least two school newsletters or equivalent. Please consider placing a notice on your street-facing noticeboard while applications are available but remove it as soon as they close.
- ensuring that important school events such as school camps and athletics carnivals are not scheduled on the test day
- printing and distributing placement information booklets to parents who request it
- advising parents with no internet access to visit a public library to apply online or assisting them to apply at school if possible
- advising parents to contact the Team for assistance if they have a disability which means they are unable to use a computer
- supplying information about the applications on the principal's portal (government schools only)
- completing the principal's page for provision of information about the application and sending them to the Team (non-government schools only)
- consulting with the Team about reasonable adjustments for disability that are provided at school
- being prepared to allocate staff to support students with reasonable adjustments if required
- where there are high numbers of candidates, assigning a teacher to assist in marshalling of students to enter the test room
- if required by COVID-19 guidelines, being prepared to administer the test to students from the school who have applied
- commenting on appeals submitted if requested
- supporting families where students are found to have engaged in malpractice during the test.

Selective high schools

Selective high schools cater for academically gifted students of high potential who may otherwise be without sufficient classmates at their own academic standard. Selective high schools help these students to learn by grouping them with students of similar ability and by using specialised teaching methods.

Information about the placement process

Selection criteria, general procedures and an outline of the application process for the placement of students in Year 7 at selective high schools are contained on the Team's website <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes> and in the 'Placement in selective high schools for Year 7 entry in 2023' information booklet and are not repeated in this document.

Providing advice to parents

Please advise all parents of Year 5 students that they can apply for selective high school placement in 2023. Please particularly encourage high potential and gifted Aboriginal students and students from low socio-economic backgrounds to apply.

Consult with parents if they ask you about the suitability of selective high school placement for their children, but be cautious about making predictions about a student's chances of selection.

Ensure that the opening and closing dates for applications and the Team's website are advertised at least twice in school newsletters, on the noticeboard, and on the school's website home page. Each year the Team receives complaints by parents who claim that the school did not inform them of the application process.

To assist you to identify students whose parents intend to apply, you may wish to use the optional 'Intention to apply' form for parents which is included at the back of this document. A digital version is available to government schools at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/general-information/resources-for-schools>.

Ensure parents know that this Intention to apply form is **not an application**. It only informs the school which students are likely to need a reminder to apply by the due date.

Please direct parents to the Team's website to find updated information about placement, the printable booklet 'Placement in selective high schools for Year 7 entry in 2023', the application link and relevant forms.

Submitting an application

Parents must apply online via the link on the Team's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/application-process>. The online application form will open on 19 October 2021 and will close on 17 November 2021. Parents must apply by the due date.

When parents submit an online application they will receive an email confirming their application.

Parents must not make more than one application for the same child. If they find they have made a mistake after submitting the application they will be able to log into their application dashboard to make changes, receive and send messages and upload documents at a later date.

Parents who miss the due date may request approval to apply late for a limited time. Approval is granted only in serious and well documented extenuating circumstances. Information about late applications is available at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/application-process/late-application-requests>.

Where parents maintain that the school did not advise them of the dates for application they will be asked to request a supporting statement from the school. Please supply such a statement only if you have not advised parents in any way that applications were available.

Parents are asked NOT to send school reports to the Team unless requested to do so.

Parents without internet access

If parents do not have internet access they are advised to access computers at a public library but you may be able to assist by allowing access to school computers at a designated time. If parents have a disability and cannot use a computer, ask them to contact the Team for assistance. It is not possible to send or receive communication by post so all applicants will need to use email.

Parents who use public internet facilities need to:

- create a web-based email account such as Yahoo or Hotmail or Gmail
- go to the Team's website at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7> and open the link to the online application
- enter the new email address when registering to apply
- return to the email account to receive the password and link to log in to the application
- log in using the access key/password and complete the questions in the application
- submit the application
- All further communication will be sent by email as mail services are not available.

Reports to government schools

During the application period, government school principals will be able to access a SCOUT report to see which students have applied. Check the reports to ensure that applicants intending to apply have been listed. The final list of applicants will be available in the principal's portal when applications close.

Application processing by government school principals

The Team will send detailed instructions for submitting the information about all applications via an online principals' portal by 1 December 2021. These instructions will be sent around 17 November 2021.

Let the Team know about any listed students not enrolled in your school and about duplicate applications for the same student.

Application processing by non-government school principals

Non-government principals do not have access to the principal's portal. They are asked by parents to complete the principal's page for provision of information about the application and forward it to the Team at ssu@det.nsw.edu.au by 1 December 2021.

Testing of students

Details of the test format are available at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/the-test> along with practice questions. The test in 2022 is expected to be paper-based.

All candidates are required to take the Selective High School Placement Test. The test is usually conducted in test centres established in NSW government high schools. Invigilators are employed to administer the test in high school test centres.

If changes occur to testing and/or test centre arrangements, principals will be notified as soon as the changes are confirmed.

By 24 February 2022, all applicants will receive a 'Test authority' letter, information about the test and the test centre they have been allocated to. If parents have not received this letter by 4 March they should contact the Team. Government schools will be advised of their students' test centres.

Where a significant number of students from a primary school attend a test centre to sit the test, it would be greatly appreciated if the school could send a teacher along to assist with the marshalling of students before the test.

Parents of students sitting the test are responsible for making travel arrangements to and from the test centre. Students must arrive by 9:00am. The expected finishing time is 1:30pm.

Reasonable adjustments for disability

When a parent makes a request for reasonable adjustments for disability for the test, the Team may

contact the principal of the student's current primary school for information about adjustments made at school. Principals are also asked to add information about adjustments that are provided at school when they log into the principal's portal or complete the Principal's page (for non-government schools).

Where a student has a disability, including a medical or behavioural condition, requiring separate supervision in the test, the student's primary school may be asked to send an aide or other staff member to ensure that the student is always supervised by two staff members. Primary schools may be asked to provide a laptop computer for students who need to use a computer for the test.

Principals have an obligation to identify students who may pose a risk to other students or staff at a test centre. Principals do this by making a comment in the principal portal. The Team will arrange for separate supervision if necessary.

Preparing students for the test

The Selective High School Placement Test is a secure test and papers are unavailable for scrutiny before, during and immediately after the test session.

The Department does not endorse coaching for the Selective High School Placement Test as it is designed as a measure of academic ability or potential.

It would be helpful if students were familiar with test technique. If parents or staff members wish to familiarise students with the test, they could use the practice test papers available on the website <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/the-test> in order to:

- show students the test format
- provide the students with experience in multiple-choice testing
- ensure that the students understand how to record their answers on the appropriate answer sheets and that they must erase completely and show new answers clearly if they change their mind
- advise students to manage time and not to spend too much time on any single question
- encourage students to guess any answers they are uncertain about as marks are not taken off for wrong answers
- emphasise the importance of periodically checking the number of the question against the number of the answer to avoid misalignment, as misalignments cannot be compensated for

Practice with any other kind of multiple-choice questions could also help students become familiar with this kind of test.

The department has added robust measures to identify student malpractice. The consequence of malpractice can be that their scores are not considered and students are not eligible for placement in a selective high school. Advise students to make sure they don't look at or copy another student's answers or allow copying of their own answers.

Academic records

Parents are NOT required at the application stage to submit school reports, merit certificates, competition or test results such as NAPLAN, or evidence of achievements in sport or performing arts.

Parents may provide additional relevant supporting information such as:

- information about disability, medical or behavioural condition and the likely effect on the academic performance of students
- the results of individual IQ tests if requested
- Court Orders if they relate to decisions about the education of the student and communication with parents.

Parents are asked to give permission for NAPLAN and similar results to be accessed for additional information, if required.

All students are ranked and placed in order of academic merit. For placement in 2023, academic merit is based on the Selective High School Placement Test scores as no school assessment scores will be available. This is expressed as a calculated placement score out of 120.

If further evidence of academic merit is necessary, such as in the case of illness or misadventure causing the student to miss the test, the selection committee may approach the parents and/or school.

Acceleration

Parents of students currently in Year 4 should not be encouraged to apply to enter Year 7 in 2023 unless the school recommends acceleration. Parents may request a supporting letter to upload to their application.

Repetition

Parents of students who are in Year 6 in 2021 should be discouraged from applying unless there is a valid reason for them to repeat a school Year.

If parents insist, principals of government schools should note any details on the principal portal and non-government principals should note details on the Principal's page for provision of information about the application.

Selection committees have discretion not to place students who are apply when in Year 6 in 2021 and whose parents wish them to repeat Year 7 in a selective high school in 2023.

Reapplying

Parents may reapply but should be advised that the selection committee can consider whether or not students who took the Selective High School Placement Test in the previous year have gained undue benefit from their experience with the test. Parents can apply for placement starting in Years 8 to 12 if they miss out on a place for Year 7.

Enrolment policy

The NSW Department of Education has a responsibility to assess and manage any risk of harm to its staff or students. This includes assessing and managing risks posed to students or staff at a school by any student.

As principal, you have an obligation to identify any students who may pose a risk to students or staff both in a testing situation and if placed in a selective high school.

Selection committees

To streamline the selection process, the Team will make recommendations before the selection committee meetings. Selection committee meetings will then ratify those recommendations or change them, as appropriate.

All placement decisions will be made using the results of the Selective High School Placement Test and, where relevant, information provided by schools and information supplied by parents.

Placement outcome information

In early July the Team will send the placement outcome to parents. Parents must respond to offers, either accepting or declining. Parents of students found to have engaged in malpractice will receive the information just prior to all other outcomes being released.

Parents then have the opportunity to submit a Results enquiry or appeal via their application dashboard.

Government primary school principals will be sent an initial outcome report for the principal's reference only. This initial outcome report will be available shortly after individual placement outcome information is sent to parents. It is strictly confidential and the contents must not be discussed with anyone until after placement outcomes are released to parents.

The report will show all students who have received offers, those on reserve lists and those who have been unsuccessful.

Non-government primary schools can request a report listing the outcome for applicants for whom they have provided the principal's page and where parents have given permission.

The report may indicate that some students have been placed on 'hold', pending further investigation of matters such as residency status or social and emotional maturity in the case of those seeking accelerated progression.

These primary school outcome reports will be updated throughout the year on request. Please check all information on them and notify the Team, as quickly as possible, of any changes or errors.

Sample newsletter text for optional use

Selective high school placement process for placement in Year 7 in 2023

Applications for Year 7 entry to selective high schools in 2023 are now open. Applications will close on 17 November 2021.

Find information about the application and placement process and apply online at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>.

All applicants are required to sit the Selective High School Placement Test to be held on Thursday 10 March 2022.

The application dashboard system enables parents to log in to make updates and add attachments even after an application is submitted. Parents can also communicate directly with the High Performing Students Team through the system's 'messages' feature.

Parents having difficulty completing or submitting an application, can contact the High Performing Students Team by email ssu@det.nsw.edu.au or by calling 1800 880 367.

Keep updated on the selective high school placement process at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes>

Intention to apply for Year 7 placement in a selective high school in 2023

Dear Parent/Carer

Selective high schools cater for academically gifted students with high potential who may otherwise be without sufficient classmates at their own academic standard. Selective high schools help these students to learn by grouping them with students of similar ability, and by using specialised teaching methods.

If you would like to have your child considered for Year 7 selective high school entry in 2023, you need to apply on the internet using a valid email address (not the student's email address).

The Selective High School Placement Test will be held on Thursday 10 March 2022.

Detailed instructions on how to apply and the link to the online form will be available in early-October 2021 at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>.

Applications open on 19 October 2021 and close on 17 November 2021. You must apply before the closing date.

You must submit only ONE application for each student.

The tear-off slip below is NOT an application and the school CANNOT apply on your behalf.

Yours sincerely

Principal

Cut along the dotted line and return the completed slip below to this school by _____.

THIS IS NOT AN APPLICATION FOR ENTRY TO A SELECTIVE HIGH SCHOOL.

This is a notice to your primary school only that you intend to apply.

TO APPLY FOR PLACEMENT YOU WILL NEED TO REGISTER YOUR EMAIL AND THEN SUBMIT AN APPLICATION THROUGH THE ONLINE FORM ON THE HIGH PERFORMING STUDENTS WEBSITE:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes>

----- Cut here and return the note below to the school -----

Intention to apply for Year 7 placement in a selective high school in 2023

Student's name: _____ Class: _____

I intend to apply for selective high school entry in Year 7 in 2023 for my child through the High Performing Students website between 19 October 2021 and 17 November 2021.

Signature of parent/carer: _____

THIS IS NOT AN APPLICATION FOR ENTRY TO A SELECTIVE HIGH SCHOOL.

This is a notice to your primary school only that you intend to apply.

TO APPLY FOR PLACEMENT YOU WILL NEED TO REGISTER YOUR EMAIL AND THEN SUBMIT AN APPLICATION THROUGH THE ONLINE FORM ON THE HIGH PERFORMING STUDENTS WEBSITE:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes>

Further information

For information on the selective high school placement process go to:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>

Resources for schools are documents that can help you with the process:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/general-information/resources-for-schools> (DoE login to access documents)

The illness/misadventure process is described at:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/the-test/illness-or-misadventure>

Information about placement outcomes and reserve lists is at:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/outcome>

Information about appeals can be found at:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/outcome/appeals>

Contact the High Performing Students Team

Email: ssu@det.nsw.edu.au

Telephone: 1300 880 367 (for parents) or 7814 3626 (for school only)

Website: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes>