**DN/16/00107**

**MEMORANDUM TO PRINCIPALS**

**DIRECTORS, PUBLIC SCHOOLS NSW   
EXECUTIVE DIRECTORS**

**YEAR 6-7 ENROLMENT PROCEDURES – DRAFT ACTION SCHEDULE**

**FOR YEAR 6, 2017 INTO YEAR 7, 2018**

A draftaction schedule for the 2017 Year 6 -7 enrolment process is included below. I draw your attention to activities on the schedule to be completed during February 2017, as no further memorandum will be issued.

It is anticipated that the *Moving into Year 7 in a NSW government school in 2018* booklets will be available by Week 4 of Term 1. This provides 2 weeks for primary schools to confirm the permanent residential address of Year 6 students and identify each student’s designated local secondary school. The School Finder tool will assist in locating this information which can then be entered on the Expression of Interest form to be issued to Year 6 parents/carers by 9 March 2017. Schools will be notified when the School Finder tool replaces the School Intake Zone Enquiry tool.

Together with partner primary schools, secondary schools are encouraged to schedule transition and school information and promotion activities early in Term 1. Many schools invite families of Year 5 students to these activities to give parents/carers additional time to make decisions about their child’s secondary school placement.

Research indicates that effective primary to secondary school transition is essential to maintain student engagement in learning during Years 5-9. I encourage you to explore all opportunities for expanding current transition initiatives and collaboration.

Following advice from schools that they would prefer that student orientation be separated from finance roll-over day, it has been determined that the **2017 Year 6 Orientation Day will be Tuesday 5 December, 2017**.

For further enquiries, please contact Yvonne Fleming, Planning and Reporting Coordinator, School Policy and Information Management at [Yvonne.fleming@det.nsw.edu.au](mailto:Yvonne.fleming@det.nsw.edu.au)

or by telephone on (02) 9266 8903.  
  
Thank you to all primary and secondary school staff who have successfully managed the Year 6-7 enrolment process this year in accordance with the schedule.

Gregory Prior  
**Deputy Secretary, School Operations and Performance** October 2016

|  |  |  |  |
| --- | --- | --- | --- |
| ***DRAFT* ACTION SCHEDULE FOR YEAR 6-7 ENROLMENT DURING 2017**  ***Summary only*** *– please refer to the* ***Year 6-7 Reference Guide*** *to be issued in Term 1 2017 for full details of all steps.* | | | |
|  | Wk | Date | *Key selective high school placement dates included in blue italics*. |
| **TERM 1** | 32 | 10 Feb | All primary and secondary schools have appointed a Year 6-7 co-ordinator. |
| 4 | 13 Feb | All secondary schools have arranged Year 6-7 transition and school promotion activities with partner primary schools.  All secondary schools have reviewed their school’s published criteria for placement of non-local students and made this  information available to interested parents/carers. |
| 4 | 17 Feb | Anticipated publication date for the *Year 6-7 Reference Guide* in *SchoolBiz*. |
| 5 | 24 Feb | All schools have provided all relevant teaching staff and SASS with copies of the *Year 6-7 Reference Guide* (electronic copy  plus full colour copy) and related enrolment materials. |
| 6 | 3 Mar | All primary schools have checked/confirmed each Year 6 student’s permanent residential address and designated local high  school in preparation for issue of the *Moving into Year 7 in a government primary school* (EOI) booklets. Each student’s  name, SRN and designated local secondary school have been entered on page 9 of the booklet. |
| 7 | 9 Mar | All primary schools have issued to parents/carers the *Moving into Year 7 in a government primary school* (EOI) booklet for  placement in secondary school. |
| 7 | 9 Mar | All secondary schools have contacted local non-government primary schools to provide them with a supply of *Moving into*  *Year 7 in a government primary school* (EOI) booklets and related enrolment information (if required). |
| *7* | *9 Mar* | *Selective High School Placement Test* |
| 8 | 17 Mar | All parents/carers have completed and returned EOIs to primary schools. |
| 9 | 24 Mar | Entry of Year 6 EOI information into ERN has begun. Sending of EOI originals to designated local high schools (for local  students only) and EOI copies to Choice 1 non-local schools (for students seeking non-local placement) has commenced as per *Reference Guide*. |
| 10 | 31 Mar | Last day for primary schools to copy and forward EOI copies to Choice 1 non-local schools. |
|  | | | |
| **TERM 2** | 1 | 28 April | All primary schools have completed entering all Year 6 EOI information into ERN. All necessary EOI originals and EOI copies  have been sent to secondary schools. |
| 1 | 28 April | All secondary schools have completed “Quick registrations” in ERN for any Year 6 non-government students seeking  placement in Year 7. |
| 2 | 2 May | Round 1 begins for students seeking placement in Choice 1 non-local schools. |
| 5 | 26 May | Round 1 non-local placement process concludes. All secondary schools have finalised Round 1 non-local decisions and  entered results in ERN. Risk assessment, development of learning and support plans including health care plans (if required) and enrolment of local students and successful Round 1 non-local students has commenced. |
| 6 | 1 June | Round 1 unsuccessful EOIs have been forwarded to Choice 2 non-local schools (if relevant). All secondary schools have sent  out the first ‘student information request’ to primary principals. |
| 6 | 2 June | Primary schools have checked the results of Round 1 placement decisions in ERN and sent originals of EOIs to schools that  have offered students a place. |
| 7 | 6 Jun | Round 2 begins for students seeking placement in Choice 2 non-local schools. |
| 8 | 16 Jun | Round 2 non-local placement process concludes. All secondary schools have finalised Round 2 non-local decisions and  entered results in ERN. |
| 9 | 21 Jun | Round 2 unsuccessful EOIs have been forwarded to Choice 3 non-local schools (if relevant). |
| 9 | 23 Jun | Primary schools have checked the results of Round 2 placement decisions in ERN and sent originals of EOIs to schools that  have offered students a place. |
|  | *Early July* | *First round offers for selective high schools. Parents have 21 days to respond. Offers continue to be made as parents decline*  *offers and a student’s position on the reserve list is reached. This can result in subsequent offers.* |
|  | | | |
| **TERM 3** | 1 | 17 Jul | Round 3 begins for students seeking placement in Choice 3 non-local schools. |
| 1 | 21 Jul | Round 3 non-local placement process concludes. All secondary schools have finalised Round 3 non-local decisions and entered results in ERN. |
| 2 | 28 Jul | Primary schools have checked the results of Round 3 placement decisions in ERN and sent originals of EOIs as indicated in the  *Reference Guide*. |
| 4 | 11 Aug | All secondary schools have sent out the second ‘student information request’. Risk assessment, development of learning and support plans including health care plans (if required) and enrolment of local students and successful non-local applicants continues. |
| 7 | 31 Aug | All secondary schools have sent out ‘confirmation of enrolment’ letters. |
|  | *Sept*  *Mid Sept* | *Selective high school placement appeals panels meet.*  *Outcome of selective high schools appeals process advised to parents. Ongoing offers of placement in selective high schools.* |
| 9 | 15 Sept | All secondary schools have checked/updated each Year 6 student’s enrolment status in ERN. |
| 10 | 22 Sept | All primary schools have checked ERN and confirmed that all their Year 6 students are accounted for in terms of placement  in a school for 2017. Secondary schools have been advised of students with learning and support needs. |
|  | | | |
| **TERM 4** | **9** | **5 Dec** | **Year 6 orientation day for all secondary schools.** |
| 10 | 14 Dec | Newly diagnosed or changed learning and support needs including health conditions have been notified to secondary  schools. All primary schools are ready to send Year 6 record cards, etc to secondary schools. |

**Primary school action Secondary school action Primary and secondary school action Selective school action**



