

# Year 6 to Year 7 Transition Timeline

## YEAR 6 TO 7 TIMELINE AND PROCEDURES FOR 2021-2022 FOR VICTORIAN GOVERNMENT SCHOOLS

2021 Dates	Activity	Responsible party		
		PRIMARY SCHOOLS	SECONDARY SCHOOLS	DET
<b>Term 1: Wednesday 27 January 2021 – Thursday 1 April 2021</b>				
Friday 26 February 2021	<p>All student information should be updated using the CASES21 census application by this date.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Schools should continue to update CASES21 throughout the year when there is a change to student and/or family details.</li> </ul>			
<b>Term 2: Monday 19 April 2021 – Friday 25 June 2021</b>				
From Week 1, Term 2 2021	Year 6 to Year 7 Transition Information Packs for schools and parents/carers are available for download from the Department of Education and Training (the Department) <a href="#">website</a> .			
From Week 1, Term 2 2021	<p>Government primary schools distribute the Transition Information Pack for parents/carers to all families of current Year 6 students. The parent/carer pack contains:</p> <ul style="list-style-type: none"> <li>Frequently Asked Questions</li> <li>Application for Year 7 Placement 2022 form</li> <li>Privacy Notice</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Secondary schools must <b>not</b> request that families complete school-based copies of application forms – families are only expected to complete the statewide Application for Year 7 Placement 2022 form.</li> <li>Secondary schools are <b>not</b> to distribute copies of the Application for Year 7 Placement 2022 form to families of Year 6 students attending <b>government</b> schools – this must be done by government primary schools.</li> </ul> <p><b>Students at non-government primary schools</b></p> <ul style="list-style-type: none"> <li>Families of Year 6 students at Catholic and independent primary schools may <b>approach secondary schools directly</b> for a copy of the statewide Transition Information Pack, in instances where their child's school</li> </ul>			

	<p>is not supporting the Year 6 to 7 transition application process.</p> <ul style="list-style-type: none"> <li>For direct submissions, secondary schools must acknowledge receipt of the Application form, in writing. This acknowledgment should advise families that if their child is not able to be placed at their preference school/s, their application form will be forwarded by the secondary school to their designated neighbourhood government school for placement.</li> </ul>		
Friday 14 May 2021	<p>Parents/carers return Application for Year 7 Placement 2022 forms to government primary schools by this date.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li><b>Primary schools are responsible for checking that the form is accurate and complete</b>, including that address details are up to date and reflect address details on CASES21, and that the parent/carer preferences are clear.</li> </ul>		
Tuesday 1 June 2021	<p>Using the <b>Summary of Placement Requests</b> form, primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date.</p> <p><b>Copies of each Application for Year 7 Placement form should be attached</b> (all original documentation should be retained by the primary school for a minimum of 2 years in accordance with record keeping standards.)</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The Summary of Placement Requests form is available in the Transition Information Pack for Schools.</li> <li>Primary and secondary schools must <b>not</b> communicate with parents/carers regarding the status or outcome of placement requests until Wednesday 4 August 2021.</li> <li><b>Fee-paying international students</b> must submit a new student application at <a href="http://www.study.vic.gov.au">www.study.vic.gov.au</a> 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/carer of the international student to this <a href="#">link</a> for Year 7 placement as soon as possible.</li> </ul>		
Wednesday 2 June 2021	<p>Secondary schools confirm receipt of all initial placement requests made by primary schools by this date.</p>		
Wednesday 16 June 2021	<p>Using the <b>Summary of Non-Placement Confirmation</b> form, secondary schools advise primary schools of any unsuccessful initial placement requests (first preferences) by this date.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The Summary of Non-Placement Confirmation form is available in the Transition Information Pack for Schools.</li> </ul>		

	<ul style="list-style-type: none"> <li>Primary and secondary schools must not communicate with parents/carers regarding the status or outcome of placement requests until Wednesday 4 August 2021.</li> <li>Secondary schools must not make offers to any student for specific programs prior to Thursday 5 August 2021.</li> </ul>			
Wednesday 16 June 2021	<p>Where initial placement requests were unsuccessful, primary schools submit <b>all subsequent preference</b> requests (second and third preferences) to each relevant secondary school until the student is placed.</p> <p>If a student is not placed at their preference school/s, the primary school must send the request to their designated neighbourhood school.</p>			
26 June to 11 July 2021	School holidays			
<b>Term 3: Monday 12 July 2021 – Friday 17 September 2021</b>				
Friday 23 July 2021	<p>Using the <b>Summary of Placement Confirmation</b> form, secondary schools notify primary schools of the names of all students (first, second and third preferences) accepted into Year 7 for 2022.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The Summary of Placement Confirmation form is available in the Transition Information Pack for Schools.</li> <li>Secondary schools must not request student-level data, including NAPLAN or achievement data, from primary schools, prior to an enrolment offer being made, and accepted, by parents/carers.</li> </ul>			
Wednesday 4 August 2021	Primary schools notify parents/carers of Year 6 students of placement offers, in writing. This notification should include a rationale for any non-placement if applicable. A draft template letter is available in the Transition Information Pack for Schools.			
Thursday 5 August 2021	<p>Secondary schools commence sending welcome packs to parents/carers of prospective students whom have been offered a Year 7 placement.</p> <p>Parents/carers commence lodging written non-placement appeals with preferred secondary schools.</p> <p>Parents/carers have the option of using the <b>Year 6 to Year 7 Transition Placement Appeal</b> form to lodge this appeal. Primary schools are asked to provide families with a copy of this form, which can be found in the Transition Information Pack for Schools.</p>			
Monday 16 August 2021	Closing date for parents/carers to lodge a written non-placement appeal with their preferred secondary schools.			

Friday 27 August 2021	Secondary schools notify all parents/carers, in writing, of the outcome of non-placement appeals by this date.			
From end of August 2021	Commence transferring student information data using CASES21. The Student Data Transfer process should only occur for those students with an <b>accepted</b> Year 7 placement.			
Tuesday 7 September 2021	Closing date for parents/carers to lodge a written non-placement appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to their preferred secondary school.			
18 September to 3 October 2021	School holidays			
<b>Term 4: Monday 4 October 2021 – Friday 17 December 2021</b>				
Friday 29 October 2021	Regions notify all parents/carers in writing of the outcome of Regional Director non-placement appeal by this date.  This only applies to appeals received by the closing date of Tuesday 7 September.			
Tuesday 7 December 2021	Secondary schools host an Orientation Day for Year 6 students.			
Ongoing	Primary schools manage late applications and change of preference requests until the end of the school year, co-ordinating with secondary schools as required and updating CASES21.			
Friday 17 December 2021	Final day of Term 4			