

NORTH–WESTERN METROPOLITAN REGION PLACEMENT TIMELINE AND PROCEDURES 2013–2014

		Responsibility		
		PRI	SEC	REG
MARCH 12	Distribution of placement information to all schools.			✓
APRIL 17	Primary schools distribute letter to parents, secondary school information and Application for Enrolment, Year 7, 2014 form to parents of Year 6 students. Note: Secondary schools should not distribute copies of Application for Enrolment forms.	✓		
MAY 17	Parents return Application for Enrolment, Year 7, 2014 form to primary schools by this date.	✓		
JUNE 3	Primary schools submit all initial placement requests from parents to the first preference secondary school by this date. Photocopies of the completed Application for Enrolment, Year 7, 2014 forms should be forwarded by the primary school to the secondary school of first preference. Originals are to be retained by the primary school. The Summary of Student Placement for 2014 form should be completed by the primary school and a copy sent to each secondary school.	✓ ✓ ✓		
JULY 19	Secondary schools should advise the primary school of the receipt of their Application for Enrolment, Year 7, 2014 forms and Summary of Student Placement for 2014 form. If a student cannot be accommodated at his/her first preference school, the secondary school will notify the primary school of this situation by this date. It is then the responsibility of the primary school to forward the form with the student's subsequent preferences to a secondary school until he/she has been placed. NOTES: Primary schools are not to contact parents regarding the status of their application prior to 16 August 2013. Secondary schools are not to contact parents regarding the status of their application prior to 23 August 2013.	✓	✓	
AUGUST 16	Secondary schools are to notify primary schools in writing of the names of all students who have been accepted into Year 7. Non government secondary schools are also requested to notify primary schools of students who have been accepted into Year 7.		✓	
AUGUST 19	ONLY primary schools are to notify parents of the results of the placement applications, but NOT prior to this date.	✓		
AUGUST 23	Secondary schools may from this day communicate with parents of their future Year 7 students.		✓	
AUGUST 30	Closing date for lodging an appeal about a secondary school placement with the Regional Director.			✓
DEC 10	Orientation Day for Year 6 students.		✓	

Secondary schools need to be aware that changes will be made up to the last day of Term 4 and that there may be both new enrolment applications and other changes over the Christmas holidays. In a situation where a parent changes a child from the allocated school, then the newly selected secondary school is required to notify the original allocated school in order that the school can adjust its records.