

2021 Year 9 Entry to Victoria's Selective Entry High Schools

INFORMATION PACK



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2021 YEAR 9 ENTRY TO SELECTIVE ENTRY HIGH SCHOOLS

Victoria's four selective entry high schools provide an educationally enriched environment for academically high-achieving students in Years 9 to 12.

A centralised selection process, administered by the Department of Education and Training, is used to select students for the selective entry high schools at Year 9, with approximately 1,000 places offered in any year.

Students are selected based on a competitive examination. The examination includes five tests:

- verbal reasoning (multiple-choice, 30 minutes)
- numerical reasoning (multiple-choice, 30 minutes)
- persuasive or creative writing (writing task, 30 minutes plus 5 minutes planning time)
- reading comprehension (multiple-choice, 30 minutes)
- mathematics (multiple-choice, 30 minutes).

At selective entry high schools 85 per cent of students are accepted based on examination results only. Within this "standard" category, no more than 5 per cent of Year 8 students from any one school can be accepted across the four selective entry high schools.

In addition, up to 10 per cent of enrolments are through the equity consideration category and up to 5 per cent of enrolments are made under the principal's discretion category.

This information pack outlines the processes used for student selection for Year 9 entry. Entry to Years 10 to 12 is handled directly by the schools. Further information is available on the individual school's website. The availability of places at Years 10 to 12 and the selection process is at each school's discretion.

IMPORTANT DATES 2020

• Applications open	Thursday 13 February 2020
• Applications close	Friday 8 May 2020
• Advice sent to parents ¹ on examination arrangements	by Monday 8 June 2020
• Selective entry high school examination	Saturday 13 June 2020
• Last day to change preferences	Friday 3 July 2020
• Examination outcome and notifications sent to parents	Thursday 6 August 2020
• Student examination reports sent to parents	Wednesday 26 August 2020

¹'Parent', in relation to a child, is defined under the Education and Training Reform Act 2006 as 'a guardian and every person who has parental responsibility for the child including parental responsibility under the Family Law Act of the Commonwealth and any person with whom a child normally or regularly resides'.

1. SCHOOLS AND LOCATIONS

There are four selective entry high schools in Victoria, two coeducational and two single-sex:

- Melbourne High School (boys only) in South Yarra: www.mhs.vic.edu.au
- The Mac.Robertson Girls' High School (girls only) in Melbourne: www.macrob.vic.edu.au
- Nossal High School (boys and girls) in Berwick: www.nossalhs.vic.edu.au
- Suzanne Cory High School (boys and girls) in Werribee: www.suzannecoryhs.vic.edu.au

The locations of the selective entry high schools are indicated on the map at **Attachment 1**.

2. ELIGIBILITY

To be eligible to apply for a selective entry high school, students must be in their second year of secondary schooling or its equivalent (usually Year 8), have not previously sat the examination for Year 9 entry, and be:

- an Australian citizen, or
- a New Zealand citizen residing in Australia, or
- holders of a visa or ImmiCard, which would exempt them from paying International Student Fees to attend a Victorian government school (for further information, refer to International Student Visa Fee Table at: www.study.vic.gov.au/en/Pages/school-accreditation.aspx and the ImmiCard section of the Department of Immigration and Border Protection's website at: www.border.gov.au/Trav/Refu/Immi), or
- expecting to meet the above citizenship or visa requirements by **31 July 2020**.

Students attending government and non-government schools, as well as home-schooled students, are eligible to apply.

The above eligibility criteria applies to students living in Victoria, as well as those living and studying interstate or overseas. More information for students living interstate/overseas can be found in section 5.

Verification of eligibility

All applicants offered a place will be required to provide original documents, such as a Certificate of Evidence of Australian Citizenship, visa and/or birth certificate, to the selective entry high school by the second Friday in December in order to complete enrolment.

Victorian students who are home schooled will be required to email their home-school registration certificate provided by the Victorian Registration and Qualifications Authority to the Selective Entry Unit seu@edumail.vic.gov.au.

Offers will be withdrawn if all eligibility requirements for enrolment are not met.

An administration fee of \$25 will be retained if an application is submitted and the student is ineligible to apply.

3. APPLYING TO SIT THE EXAMINATION

All applications must be made online at:

www.education.vic.gov.au/parents/going-to-school/Pages/selective-entry-high-schools.aspx

Applications close on **Friday 8 May 2020**.

Late applications will be accepted up until Friday 15 May 2020 subject to the payment of a late fee of \$25 in addition to the application fee. Applications that are submitted after this date cannot be accepted.

Application Fees

An application fee of \$120 is payable at the time of application. Payment is made online.

Applications are free for low-income² or Aboriginal and Torres Strait Islander families. Documentation will need to be submitted to support applications as follows:

- If applying as low-income, applicants are required to enter the primary cardholder and applicant's Centrelink Customer Reference Number (CRN) on the application. Further details on supporting evidence regarding low income is provided in **Attachment 2**.
- If applying as Aboriginal and Torres Strait Islander, applicants are required to provide the name of a community referee able to support the claim to Aboriginal or Torres Strait Islander status. This may be a Koorie Elder, Local Aboriginal Education Consultative Group Chairperson or Koori Engagement Support Officer.

If an applicant's eligibility to have the fee waived cannot be confirmed, applicants will be required to pay the application fee.

Order of Preference

Parents will be asked to indicate which of the selective entry schools they would prefer their child to attend. Up to three school preferences can be listed; however, parents may choose to only list one or two schools.

Parents should only list schools they are prepared to accept and would like their child to attend. They should also think about how far away they live from each school and how their child will get there.

The order of preferences is important. Applicants should put the most preferred school as number one.

If a student qualifies for more than one school, applicants will only be offered the highest preference for which the student qualifies.

Offers for one selective entry high school are not transferable to another selective entry high school.

4. CHANGING AN APPLICATION

All changes to applications must be made in writing to the Selective Entry Unit seu@edumail.vic.gov.au and will not be accepted over the telephone.

Change of application details

Please inform the Selective Entry Unit by email at seu@edumail.vic.gov.au if there is a change in details, such as a student's name, postal address, email address or school.

Change of preference

Any changes to preferences, as listed in the original application, must be made in writing before **Friday 3 July 2020**.

No changes of preference can be accepted after this date.

Withdrawing an application

An administration fee of \$25 will be retained if an application is withdrawn prior to **Friday 22 May 2020**. There is no refund if an application is withdrawn after this date.

5. SITTING THE EXAMINATION

The selective entry high school examination will take place on **Saturday 13 June 2020** at:

Melbourne Showgrounds

Epsom Road

Ascot Vale, Victoria

Advice regarding the examination, including date, time and location, will be provided to applicants in June 2020 via email. If applicants have not received advice regarding the examination by

² Students who have parents with either a Commonwealth Health Care Card or a Pension Card, and who qualify for income support benefits.

Friday 5 June 2020, they should contact the Selective Entry Unit on 9014 1400 or by email: seu@edumail.vic.gov.au.

Examination format

The examination includes ability and achievement tests and takes approximately three hours to complete. The examination is designed to test and challenge students. Many students find examination day demanding and this should be taken into consideration by parents.

The selective entry high school examination comprises a series of five tests, in the following order:

1. verbal reasoning (multiple-choice, 30 minutes)
2. numerical reasoning (multiple-choice, 30 minutes)
3. persuasive **OR** creative writing (writing task, 30 minutes plus 5 minutes planning time). Whether or not students are presented with a persuasive or creative writing task varies from year to year, with all students required to complete the same task in any given year.

SHORT BREAK

4. reading comprehension (multiple-choice, 30 minutes)
5. mathematics (multiple-choice, 30 minutes).

Prior to commencing each multiple-choice test, the administrator will go through three practice examples with the students to ensure they have an understanding of what to expect.

Sample test papers are available to assist applicants who wish to become familiar with the selective entry high school tests. Sample practice tests are available on the Department of Education and Training's website at:

www.education.vic.gov.au/parents/learning/Pages/selective-entry-practice.aspx

Proof of identity

Students are required to bring photographic identification to the examination.

Photographs must be no more than 18 months old and must be a clear representation of the student's current appearance. Examples include:

- student card issued by the student's current school
- current student travel card
- recent class photograph (with the student and his/her name clearly shown)
- recent passport
- current library card (with photograph)
- a recent photograph that has been signed by the student's school and has the school stamp
- a certified copy of a photograph that details the student's name and date of birth (for further information, refer to Guidelines for the certification of documents at: www.education.gov.au/guidelines-certification-documents).

Students will not be allowed to sit the examination unless they have the appropriate photographic identification.

Special arrangements for the examination

Special arrangements for the examination (e.g. wheelchair access, materials for visually impaired students) may be organised for students where required. Requests for special arrangements must be made at the time of application, on the application form.

Requests for special arrangements must be made by **8 May 2020**.

Requests to sit the examination remotely

There are two categories of students who may be eligible to sit the examination interstate or overseas:

1. students who are eligible to apply for entry into a Victorian selective entry high school who are currently living and studying interstate or overseas

2. students enrolled in a Victorian school but who, at the time of the examination:
 - are on an overseas exchange program, or
 - are representing Australia for an official duty (sporting, academic, military or cultural), or
 - have a parent/carer who has been required to work interstate or overseas.

Suitable evidence from the exchange program, official organising body or workplace must be provided.

Requests to sit the examination interstate or overseas must be made by **8 May 2020** to the Selective Entry Unit: seu@edumail.vic.gov.au. The request must provide documentation from the student's current school principal to verify the request, including enrolment status such as:

- student's name
- date student enrolled at the school
- year level the student is currently studying at the school (noting that this may differ to those in Australian schools).

The Selective Entry Unit may contact the school principal if clarification is required.

The remote sitting must take place between the examination day and the Tuesday following, and is conducted in a single session. During the examination the student is required to be supervised by a representative of an approved invigilating organisation – in most instances these will be Australian consulates or embassies.

The examination must be sat on a compliant device, provided by the invigilating organisation.

Additional charges apply to remote sittings, as follows:

- \$150 remote sitting fee (in addition to the application fee)
- any costs by the approved invigilating organisation for their services – paid direct by parent to invigilating organisation
- fees for hiring of compliant device (if not provided by invigilating organisation) – paid direct by parent to provider.

The Selective Entry Unit will liaise with the approved invigilating organisation regarding the requirements for the examination.

Religious reasons preventing attendance at examination

If for religious reasons a student is unable to sit the examination on **Saturday 13 June 2020**, the parent should contact the Selective Entry Unit by **8 May 2020** at seu@edumail.vic.gov.au.

Evidence to verify the claim that the student is not able to sit the examination for religious reasons will need to be provided, such as a supporting statement from a religious leader or a community referee.

If this claim is accepted, the student will be able to undertake the examination on **Friday 19 June 2020**.

Illness or misadventure preventing attendance at the examination

Students who are unwell on Saturday 13 June 2020 should not sit the examination on that day. These students should instead apply to undertake the examination on **Friday 19 June 2020** by:

- completing the Illness/Misadventure Preventing Attendance Form (**Attachment 3**)
- attaching the required supporting evidence:
 - In the case of illness, a medical certificate that covers the examination date and includes the contact details of the healthcare professional must be attached.
 - In the case of misadventure, supporting evidence to verify the claim must be attached.
- emailing the completed form to the Selective Entry Unit seu@edumail.vic.gov.au by **Wednesday 17 June 2020**.

Illness/Misadventure Preventing Attendance Forms received after **Wednesday 17 June 2020** will not be considered.

The Selective Entry Unit will notify applicants of the outcome of their application within 24 hours or by the next business day. If applicants are not notified within these timeframes or require further information, they should contact the Selective Entry Unit.

If an application is approved, parents will receive details of the arrangements for the student to re-sit the examination.

In the event that a student is still affected by illness and unable to sit the examination on Friday 19 June 2020, permission may be granted for the student to sit the examination on a designated alternative sitting date.

Illness or misadventure during the examination

If a student is affected by illness or misadventure (e.g. injury or personal trauma) during or at the examination on Saturday 13 June 2020, and their performance may have been affected, parents may apply for the student to re-sit the examination. If the application is approved, the student will be eligible to re-sit the examination on a designated alternative sitting date.

To apply, parents should:

- complete the attached Illness or Misadventure During Examination Form (**Attachment 4**)
- attach any supporting evidence, including statements from the parent and medical professional, and
- email the completed form to the Selective Entry Unit seu@edumail.vic.gov.au by **Friday 19 June 2020**.

The persons providing the statements must provide their contact details and be available for interview if required to assess the application.

Applicants cannot submit an Illness or Misadventure During Examination Form on the basis of:

- absence from school
- prolonged illness or disability – students with a disability (including a prolonged illness) who require special arrangements should apply for a special arrangement where indicated on the application form
- unfamiliarity with the English language
- matters that could have been avoided by the student, for example misreading the examination instructions.

Applications received after **Friday 19 June 2020** will not be considered.

The Selective Entry Unit will notify applicants of the outcome of their application. If the application is approved, parents will receive details of the date and arrangements for the student to re-sit the examination at a designated alternative sitting.

6. SELECTION PROCESS

Only students who undertook the examination are eligible for selection to the selective entry high schools.

At selective entry high schools 85 per cent of students are accepted based on examination results only. Within this 'standard' category, no more than 5 per cent of Year 8 students from any one school can be accepted across the four selective entry high schools.³

In addition, up to 10 per cent of enrolments are through the equity consideration category and up to 5 per cent of enrolments are made under the principal's discretion category.

³ Students currently enrolled in an interstate or overseas school are treated as discrete school cohorts, with an average Year 8 enrolment figure used to determine the number of places available.

The entry score required for each school varies from year to year depending on the demand for places at the school and the scores achieved by those students who have listed the school as their first preference.

Equity consideration category

Equity consideration helps to ensure that all students have access to the same opportunities.

Students eligible for a place under the equity consideration category are the same as those exempt from paying the application fee, that is:

- students who have parents with either a Commonwealth Health Care Card or a Pension Card, and who qualify for income support benefits, are eligible to apply for Equity Consideration (see **Attachment 2** for an example)
- students who identify as Aboriginal or Torres Strait Islanders on the application form.

Verification of eligibility under the equity consideration category is therefore completed at the application stage.

Principal's discretion category

The principal of each selective entry high school has the authority to offer up to 5 per cent of places through the principal's discretion category.

Individual selective entry schools identify from the examination results those students who they wish to invite to submit an application under the principal's discretion category. These applications, including the due dates for submission, are handled by the individual schools. An invitation to submit an application for a principal's discretion category is **not an offer** for a place at the school.

From the submitted principal's discretion applications, the schools shortlist and interview students, and make offers directly to students.

If a student has accepted an offer at a selective entry high school and receives an offer to apply for principal's discretion for a higher preference school, the student is able to retain the initial offer while the principal's discretion process is undertaken.

7. OFFERS

Places in the selective entry high schools are offered in rounds – the first round of offers is distributed in early August each year. In 2020, the first round of offers will be sent via email on **Thursday 6 August 2020**. Applicants who receive a first round offer will have until **Thursday 13 August 2020** to accept or decline this offer. Instructions on how to accept or decline the offer will be included in the email.

If there is no response to an offer before the offer deadline, or if the offer is declined, it will go to the next highest placed eligible student. Extensions to the offer deadline cannot be granted.

This rounds process means that a student who is unsuccessful in the first round may still secure a place through a later round, or that during a later round a student already offered a place may receive an offer at a school higher in their order of preference. Offers may continue until mid-December, noting that after **Thursday 26 November 2020** no further offers will be made to students who have already accepted a place at a selective entry high school.

Parents will receive a receipt within 24 hours of accepting or declining the offer – parents should contact the Selective Entry Unit if they do not receive confirmation within this timeframe.

If a student qualifies for more than one school, the student will only be offered their highest preference. Students cannot choose from their preferences or transfer an offer.

Parents must respond to the Selective Entry Unit by email and **not** to individual schools. Parents who wish to withdraw from an offer that they previously accepted should notify the Selective Entry Unit by email and **not** individual schools.

8. FINALISING ENROLMENT

A student's enrolment at a selective entry high school is not finalised until after the official 'Application to Enrol' form has been processed by the individual school.

Offers will be withdrawn if it is found that students do not satisfy all the eligibility requirements or the offer has been made on the basis of false or misleading information.

9. EXAMINATION RESULTS

A report outlining each student's performance in the examination will be emailed to their family on **Wednesday 26 August 2020**. The examination is a secure examination and as such no specific results, access to the tests or individual scores are available after the examination. Note that the examination is designed to identify high-achieving students and results from the examination are not necessarily directly comparable to any other test (e.g. NAPLAN).

10. NOTIFYING A CHILD'S CURRENT SCHOOL

If an offer is accepted, parents should refer to their child's current school's terms and conditions and contact them directly to discuss the process relating to exiting students.

Victorian schools are notified as to which of their students have accepted round 1 and 2 offers (standard and equity categories) by Friday 28 August 2020. They will be notified as to which of their students have accepted principal's discretion offers by Friday 18 September 2020.

As noted in section 7, the rounds process means offers may continue until late November each year, so this notification to schools should be seen as provisional.

11. UNSUCCESSFUL APPLICANTS

Applying to attend a Victorian government selective entry high school is a highly competitive process, with thousands of students across the State applying for approximately 1,000 places. Unfortunately, this means that many applicants miss out on a place.

Once all places have been offered, no additional places will be available under any circumstances.

Entry to Years 10 to 12 is handled directly by the individual selective entry high schools. Further information is available on the individual school's website. The availability of places at Years 10 to 12 and the selection process is at each school's discretion.

12. COMMUNICATION

Parents must contact the Selective Entry Unit if they change their contact details, including mobile phone number and email address. This is particularly important if a work email address has been provided and the place of employment changes.

All correspondence and telephone advice is only provided to the person identified as the parent in the online application form.

After receiving a student number for the Selective Entry High School examination, parents will need to quote this student number or provide other identifying information before Selective Entry Unit officers will discuss student details on the telephone. Parents who cannot provide adequate identifying information on request will need to make written enquiries.

Irrespective of whether or not a parent wishes to keep application information confidential from another parent or interested person, the Department of Education and Training will provide information where it has a legal obligation to do so. A copy of the Department of Education and Training's privacy policy can be found on the Department of Education and Training website: www.education.vic.gov.au/pages/privacypolicy.aspx#link94

It is the responsibility of applicants to monitor the receipt of emails at critical times, such as the fortnight before the examination and when outcomes and offers are due to be communicated. Due to the rounds process, offers can be made up until mid-December.

13. ENQUIRIES

Enquiries about courses and programs offered by individual selective entry high schools should be addressed to the schools directly.

Enquiries about the selective entry high school examination process should be made to the Selective Entry Unit:

Email: seu@edumail.vic.gov.au

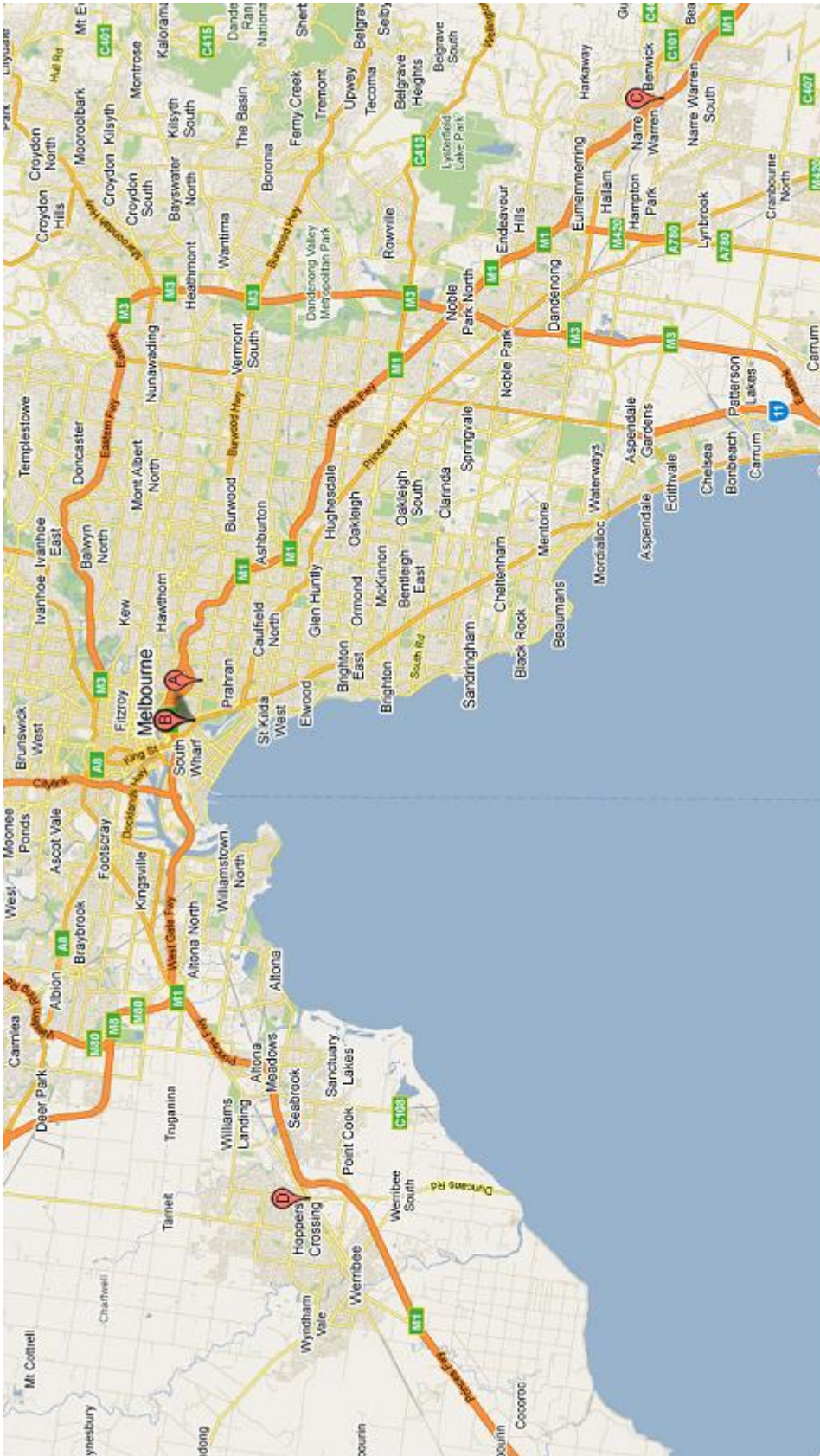
Telephone: 03 9014 1400

Further information on the selective entry high schools and the application process can be found on the Department of Education and Training website:

www.education.vic.gov.au/parents/going-to-school/Pages/selective-entry-high-schools.aspx

14. ATTACHMENTS

Attachment 1 – School Locations



Selective Entry High Schools

- A** [Melbourne High School](#)
South Yarra VIC 3141
Australia
- B** [The Mac. Robertson Girls' High School](#)
Melbourne VIC 3004
Australia
- C** [Nossal High School](#)
Berwick VIC 3806
Australia
- D** [Suzanne Cory High School](#)
Werribee VIC 3030
Australia

Attachment 2 – Low Income

The application form requests both the primary cardholder and applicant's Centrelink Customer Reference Number (CRN).

Sample Health Care Card



Please note: If you provide this information, you are authorising Centrelink to electronically provide the Selective Entry Unit with confirmation of your status as the holder of a Commonwealth Health Care Card or Pension Card details as they pertain to your concessional entitlement. This verification process confirms a student's eligibility for Equity Consideration only. No further detail (e.g. personal financial information) is provided.

A Centrelink brochure provides more details about Centrelink Confirmation eServices and is available at: www.humanservices.gov.au/business/services/centrelink/confirmation-eservices/

2020 ILLNESS/MISADVENTURE PREVENTING ATTENDANCE FORM

If your child was not able to sit the selective entry high school examination on Saturday 13 June 2020 due to an illness or misadventure (e.g. accident or personal trauma), please complete this form to apply for your child to undertake the examination on a designated alternative sitting date. Please email your completed form to the Selective Entry Unit seu@edumail.vic.gov.au by **Wednesday 17 June 2020**.

Student's details (please print)

Student's family name: _____

Student's given names: _____

Student examination/desk ID: _____

Grounds for illness/misadventure

Please outline the reasons for the illness/misadventure claim.

Parent's full name: _____

Parent's signature: _____ Date: ___ / ___ / 2020

2020 ILLNESS OR MISADVENTURE DURING EXAMINATION FORM

If your child sat the selective entry high school examination on Saturday 13 June 2020 and you believe their performance may have been affected by illness or misadventure (e.g. accident or personal trauma), you may apply for your child to re-sit the examination. Please email your completed form to the Selective Entry Unit seu@edumail.vic.gov.au by **Friday 19 June 2020**.

SECTION A – TO BE COMPLETED BY PARENTS

Student's details (please print)

Student's family name: _____

Student's given names: _____

Student examination/desk ID: _____

Grounds for special consideration

Please outline the reasons for the special consideration claim.

Parent's full name: _____

Parent's signature: _____ Date: ___ / ___ / 2020

SECTION B – TO BE COMPLETED BY A HEALTHCARE PROFESSIONAL

This section must be completed by a registered independent healthcare professional (medical doctor, psychologist or physiotherapist) who has specific knowledge of your child's illness/circumstances that affected their ability to perform during the selective entry high school examination on Saturday 13 June 2020.

Are you professionally acquainted with the patient? Yes No

If yes, for how long? _____

Are you personally acquainted with the patient? Yes No

If yes, for how long? _____

Diagnosis/Circumstances

Date of onset: _____

Date of consultation/s: _____

What were your observations at the time of the consultation(s)?

Is the illness or condition chronic? Yes No

If the illness or condition is chronic, was the reason for consulting you on this occasion an acute exacerbation of a managed chronic condition/illness?

Please describe the impact of the illness/condition on the student's examination performance.

Is there any other information or comment which you consider would assist with the assessment of the patient's application for special consideration?

Contact details

Please provide the information below. You may be contacted by a member of the Special Consideration Panel for further information.

Full Name: _____

Position/occupation: _____

Contact telephone number: _____ Ref./Provider No.: _____

Place of work/organisation: _____

Signature: _____
2020

Date: ____ / ____ / ____

(Please also use the Practice stamp where available.)