

2023 Year 9 Entry to Victoria's Selective Entry High Schools INFORMATION PACK



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2023 YEAR 9 ENTRY TO SELECTIVE ENTRY HIGH SCHOOLS

1. Introduction

Victoria's four Selective Entry High Schools provide an educationally enriched environment for academically high-achieving students in Years 9 to 12.

There are four Selective Entry High Schools in Victoria, two co-educational 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** (all genders) in Berwick: www.nossalhs.vic.edu.au
- **Suzanne Cory High School** (all genders) in Werribee: www.suzannecoryhs.vic.edu.au

The locations of the Selective Entry High Schools are indicated on the map in **Attachment 1**.

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 each year across the four Selective Entry High Schools.

Students are selected based on a competitive examination. The majority of offers (85 per cent) are based on examination results only. In addition, up to 10 per cent of enrolments are through the equity consideration category and up to 5 per cent of enrolments can be made under the principal's discretion category. Noting the principal's discretion category can only be applied when the quota from any one source school has not been reached. See Section 6 'Selection and Offers Process' for more information.

The purpose of this information pack is to provide families and students wishing to apply for a place at the Selective Entry High Schools with information about the examination and selection process 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.

1.1 Important dates 2022

• Applications open	mid-March 2022
• Applications close	Friday 13 May 2022
• Advice sent to parents ¹ on examination arrangements	Monday 18 July 2022
• Selective Entry High School Examination	Saturday 23 July 2022
• Last day to change preferences	Friday 29 July 2022
• Offers process	September - November 2022
• Examination outcome reports sent to parents	Friday 23 September 2022

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'.

2. Eligibility criteria

2.1 Eligibility

To be eligible to apply for and attend 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
- able to meet the above criteria by the time the offers process commences.

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

The above eligibility criteria apply 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.

Fee-paying international students enrolled in Victorian schools **are not** eligible to apply.

2.2 Verification of eligibility

Applicants who are offered a place must provide original documents, such as a Certificate of Evidence of Australian Citizenship, visa and/or birth certificate, to the Selective Entry High School in order to complete enrolment.

Victorian students who are home-schooled will need to email their home-school registration letter provided by the Victorian Registration and Qualifications Authority to the Selective Entry Unit at seu@education.vic.gov.au.

Offers **will be withdrawn** if 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. Application process

3.1 How to apply

All applications must be made online at: <https://www.vic.gov.au/selective-entry-high-schools>

Applications close on **Friday 13 May 2022**.

Late applications will be accepted up until **Friday 20 May 2022** 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.

3.2 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. The following documentation must be submitted to support applications:

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

- If applying as low-income, applicants must enter the primary cardholder and applicant's Centrelink Customer Reference Number (CRN) on the application. Further details on supporting evidence regarding low income are provided in **Attachment 2**.
- If applying as Aboriginal and Torres Strait Islander, applicants must provide a confirmation of Aboriginality form, that includes the name of a community referee able to support the claim to Aboriginal or Torres Strait Islander status. This may be a Koori 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.

3.3 Order of preference

Parents must indicate which of the Selective Entry High Schools they would prefer their child to attend in the application. 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 consider factors such as distance from each school and how their child will travel to school.

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, they 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.

3.4 Application enquiries

Advice can only be provided to the person identified as the registered parent on the online application form.

Parents will receive a unique Student ID Number for the Selective Entry High School examination. Parents will need to quote this number or provide other identifying information in order to discuss individual student details on the phone with the Selective Entry Unit. Parents who cannot provide adequate identifying information on request will need to submit their enquiry via email to seu@education.vic.gov.au.

4. Changing an application

4.1 Change of details/preference

Registered parents must contact the Selective Entry Unit via email at seu@education.vic.gov.au with any change of 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. Any change to a student's current school must also be advised to the Selective Entry Unit.

Similarly, any change of school preference must be made in writing to the Selective Entry Unit. Changes will not be accepted over the phone. Changes to preferences must be made by **Friday 29 July 2022**. Changes of preference cannot be accepted after this date.

4.2 Withdrawing an application

Parents can withdraw their application at any time. An administration fee of \$25 will be retained if an application is withdrawn prior to **Friday 20 May 2022**. There is no refund if an application is withdrawn after this date.

5. Examination

The Selective Entry High School examination will take place on **Saturday 23 July 2022** at **Melbourne Showgrounds, Epsom Road, Ascot Vale**.

Advice regarding the examination, including date, time and location will be provided to applicants on **Monday 18 July 2022** via email. If applicants have not received this advice by this date, they should contact the Selective Entry Unit on (03) 9014 1400 or by email at seu@education.vic.gov.au.

5.1 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.

The examination comprises 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)

SHORT BREAK (approx. 20 minutes)

4. Reading comprehension (multiple choice, 30 minutes)
5. Mathematics (multiple choice, 30 minutes)

* *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.*

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

Sample practice tests are available on the Department of Education and Training's website at: <https://www.vic.gov.au/selective-entry-high-schools>

5.2 Proof of identity

Students must bring photographic identification to the examination that is **no more than 18 months old**.

Photographs should clearly represent the student's current appearance. Examples include:

- student card issued by the student's current school
- student travel card
- class photograph (with the student and his/her name clearly shown)
- passport (passport photo must be no more than 18 months old)
- library card (with photograph)
- Keypass card
- a photograph that has been signed and stamped by the student's current school
- 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: <https://www.justice.vic.gov.au/certifiedcopies>).

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

5.3 Special arrangements

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 on the application form.

Requests for special arrangements must be made by **Friday 6 May 2022**.

5.4 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.

Applicants must provide suitable evidence from the exchange program, official organising body or workplace.

Requests to sit the examination interstate or overseas must be made by **Friday 6 May 2022** to the Selective Entry Unit at seu@education.vic.gov.au. The request must provide documentation from the student's current school principal that verifies the:

- student's name
- student's enrolment status
- 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 following Tuesday, and is conducted in a single session. During the examination the student must be supervised by a representative of an approved invigilating organisation.

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 directly by the parent to invigilating organisation
- fees for hiring of compliant device (if not provided by invigilating organisation) – paid directly by the parent to the provider.

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

5.5 Religious reasons preventing attendance at examination

If a student is unable to sit the examination on Saturday 23 July 2022 for religious reasons, the parent must contact the Selective Entry Unit by **Friday 6 May 2022** at seu@education.vic.gov.au.

Parents must provide evidence to verify the claim that the student is not able to sit the examination for religious reasons, 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 a designated alternative date.

5.6 Illness or misadventure preventing attendance at the examination

Students who are unwell on Saturday 23 July 2022 **should not** attend the examination. These students should instead apply to sit the examination on a designated alternative date 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 at seu@education.vic.gov.au by **Friday 29 July 2022**.

Illness/Misadventure Preventing Attendance Forms received after **Friday 29 July 2022** 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.

5.7 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 23 July 2022, 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 date.

To apply, parents should:

- complete the attached Illness/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 at seu@education.vic.gov.au by **Friday 29 July 2022**.

**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/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 29 July 2022** 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.

5.8 Examination results

A report outlining each student's performance in the examination will be emailed to parents on **23 September 2022**.

The examination is a secure examination and as such no specific results, access to the tests or individual scores are available after the examination. The examination is designed to identify high-achieving students and examination results are not necessarily directly comparable to any other test (e.g. NAPLAN).

6. Selection and offers process

Only students who sat the examination are eligible for selection to the Selective Entry High Schools. At Selective Entry High Schools, the majority of students (85 per cent) are accepted based on examination results only.

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

With the exception of the equity category, a quota applies to the number of Year 8 students from any one source school who can be accepted across the four Selective Entry High Schools.³ No more than 4 per cent of students are offered 'standard' or 'principal's discretion' places at Selective Entry High Schools from a single feeder school (excluding P-9 schools). The quota that applies to a P-9 school is 10 per cent. Quotas apply to minimise the impact on feeder schools.

An illustrative example of the quota process is offered below. At ABC High School, the maximum number of standard and principal's discretion offers that can be made is 4 based on 100 students enrolled at Year 8. The principal discretion category cannot be used as the Year 8 quota for this school has been reached through standard offers. However, offers can be made under the equity consideration category to eligible students as this category is not subject to the quota policy.

School name	Year 8 student enrolment	Standard Offers	Equity Offers	Principal's Discretion Offers	Total Offers
ABC High School	100	4	1	n/a	5
Example P-9 School	50	4	1	1	6

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.

It should be noted that examination outcome reports are confidential and should not be compared with other students' reports as a range of factors are taken into consideration when making offers, for example, quotas on source schools, school preferences etc.

6.1 Equity consideration category

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

Students are eligible for a place in the equity consideration category if they:

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

Eligibility for the equity consideration category is verified at the application stage.

³ Students currently enrolled in home-school, an interstate or overseas school are treated as discrete school cohorts, with a cap on the places on offer.

6.2 Principal's discretion category

The principal of each Selective Entry High School has the authority to offer up to 5% of places under the principal's discretion category, as long as this does not exceed the Year 8 quota of students from any single school.

Principals from each Selective Entry High School 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** of a place at the school. The principals shortlist and interview students from the applications received, and make offers directly to students.

If a student accepts 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 can retain the initial offer while the principal's discretion process is undertaken.

6.3 Offers process

Places in the Selective Entry High Schools are offered in rounds. In 2022, the first round of offers will be sent via email on **Wednesday 7 September 2022**. Applicants will be advised of the timeframe in which to accept or decline the offer. The email will include instructions on how to accept or decline the offer.

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.**

A student may secure a place through a later round. A student already offered a place may also receive an offer in a later round for a higher preference school. The offers process may continue until the end of Term 4, depending on availability of places at the Selective Entry High Schools; however, after **Friday 16 December 2022**, 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 of accepting or declining the offer within 24 hours – parents should contact the Selective Entry Unit at seu@education.vic.gov.au 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 who wish to withdraw from an offer that they previously accepted should notify the Selective Entry Unit by email and **not** individual schools.

It is the responsibility of applicants to monitor the receipt of emails at critical times, such as when outcomes and offers are due to be communicated.

7. Finalising enrolment

7.1 Notifying a child's current school

Parents should contact their child's current school directly, as soon as they have accepted the offer of a place at a Selective Entry High School, to discuss the process for exiting students.

Victorian schools are notified of which of their students have accepted round 1 and 2 offers (standard and equity categories) and principal's discretion offers by **Thursday 22 October 2022**.

Offers may continue until the end of Term 4, so this notification to schools should be seen as provisional.

7.2 Enrolling at a Selective Entry High School

Once a student accepts an offer at a Selective Entry High School, the school will contact the student directly with instructions for enrolling at the school, including what documentation is required to finalise enrolment.

A student's enrolment at a Selective Entry High School is not finalised until 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.

8. Privacy

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

9. Enquiries and further information

For enquiries about courses and programs offered by individual Selective Entry High Schools, contact the individual schools directly.

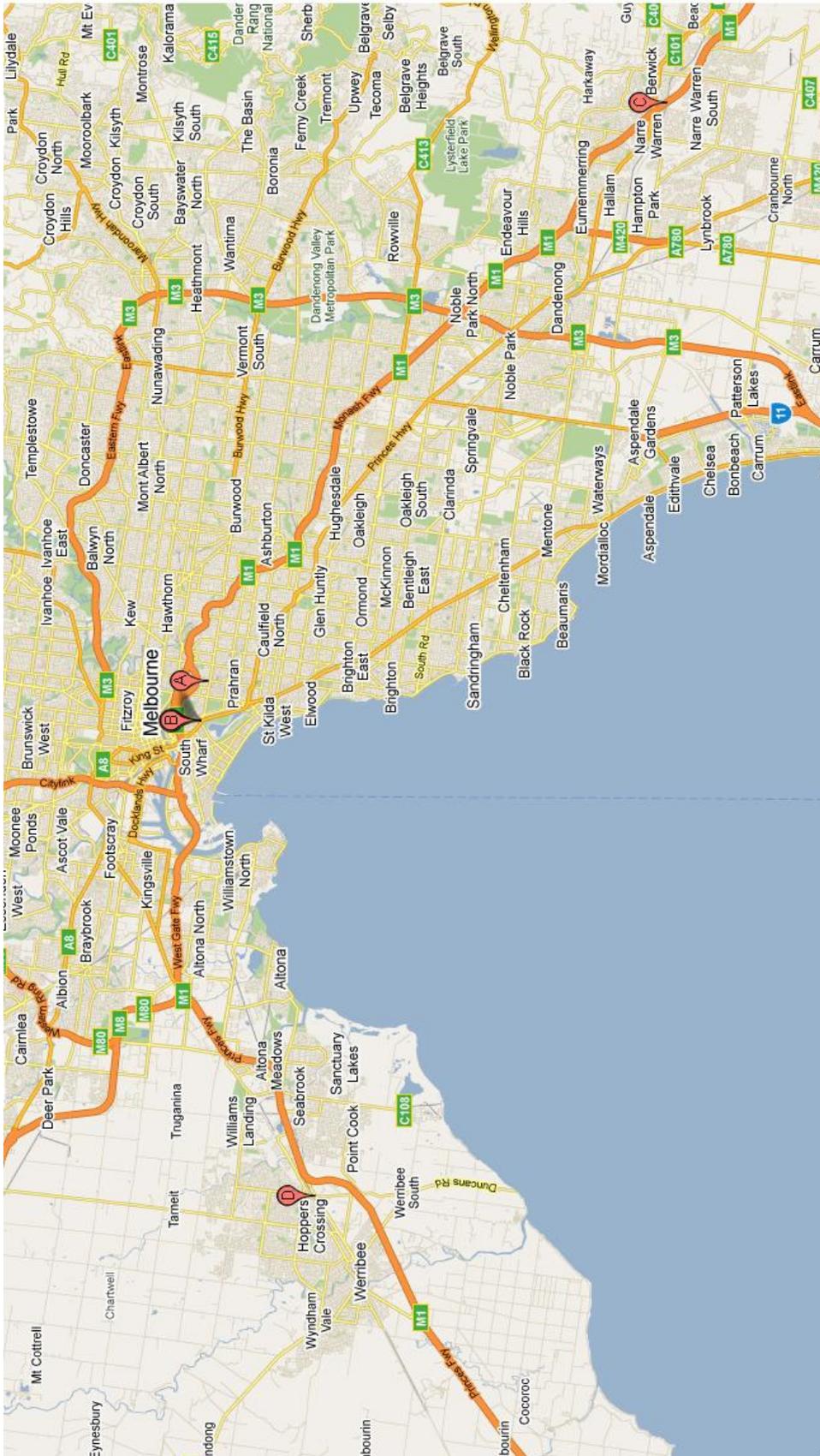
For enquiries about the Selective Entry High School examination process, contact the Selective Entry Unit at seu@education.vic.gov.au or by phone on (03) 9014 1400.

Further information on the Selective Entry High Schools and the application process can be found on the Department of Education and Training website: <https://www.vic.gov.au/selective-entry-high-schools>

10. Attachments

- Attachment 1 – School Locations
- Attachment 2 – Evidence of Low Income
- Attachment 3 – Illness/Misadventure Preventing Attendance Form
- Attachment 4 – Illness/Misadventure During Examination Form

Attachment 1 – School Locations



Selective Entry High Schools

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

Attachment 2 – Evidence of 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.

For more details about Centrelink please visit:

<https://www.servicesaustralia.gov.au/individuals/centrelink>

2022 ILLNESS/MISADVENTURE PREVENTING ATTENDANCE FORM

If your child was **not able** to sit the Selective Entry High School examination on Saturday 23 July 2022 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, together with supporting evidence (e.g. medical certificate) to the Selective Entry Unit at seu@education.vic.gov.au by **Friday 29 July 2022**.

Student's details (please print)

Student's family name: _____

Student's given names: _____

Student examination/desk ID: _____

Reason/s for illness/misadventure – to be completed by parents

Please outline the reason/s for the illness/misadventure claim.

Parent's full name: _____

Parent's signature: _____ Date: __ / __ / 2022

2022 ILLNESS/MISADVENTURE DURING EXAMINATION FORM

If your child sat the Selective Entry High School examination on Saturday 23 July 2022 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 at seu@education.vic.gov.au by **Friday 29 July 2022**.

SECTION A – TO BE COMPLETED BY PARENTS

Student's details (please print)

Student's family name: _____

Student's given names: _____

Student examination/desk ID: _____

Reason/s for special consideration

Please outline the reason/s for the illness/misadventure claim.

Parent's full name: _____

Parent's signature: _____ Date: __ / __ / 2022

SECTION B – TO BE COMPLETED BY A HEALTH CARE PROFESSIONAL

This section must be completed by a registered independent health care 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 23 July 2022.

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 Selective Entry High Schools Examination Special Consideration Panel for further information.

Full Name: _____

Position/occupation: _____

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

Place of work/organisation: _____

Signature: _____

Date: ___ / ___ / 2022

(Please use the practice stamp where available.)