

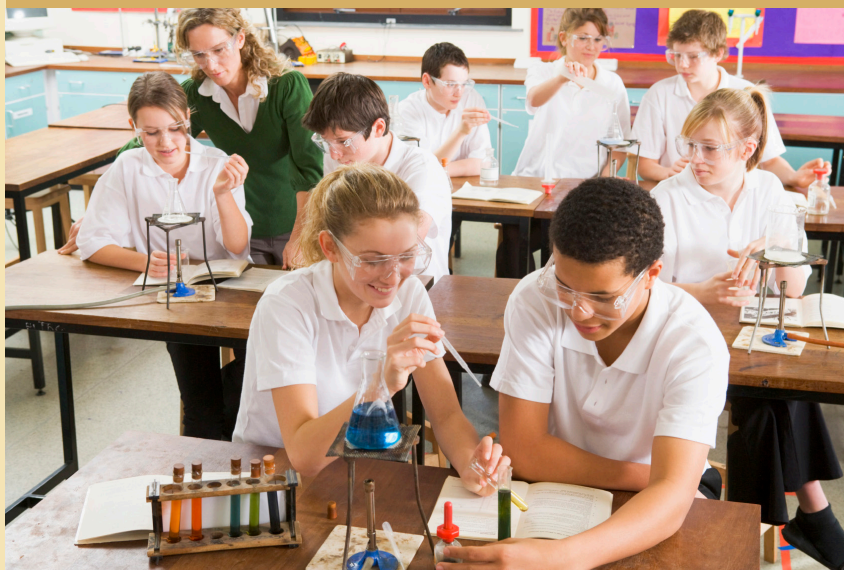


High Performing Students Unit

# Information about applying for Year 7 entry to selective high schools in **2020**

Thinking of applying for a government selective high school for Year 7 entry in **2020?**

You must apply online at  
<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>



## Key dates

**Tuesday 9 October 2018**

Application website opens

**Monday 12 November 2018**

Application website closes. You must apply by the due date.

**Thursday 28 February 2019**

Test authority advice sent to all applicants

**Thursday 14 March 2019**

Selective High School Placement Test

**Friday 5 July 2019**

Placement outcome information is sent

**Please read this booklet carefully before applying.**

There is more information at  
<https://education.nsw.gov.au/shs-oc>

**Parents should check this website for updates all the way through the application and placement process. Please check the website for information before you contact the Unit.**

The selective high school placement process for Year 7 entry is administered by the High Performing Students Unit<sup>^</sup>.

## Contact details

High Performing Students Unit

NSW Department of Education

Email: [ssu@det.nsw.edu.au](mailto:ssu@det.nsw.edu.au) Telephone: 1300 880 367 Fax: 02 9266 8435

Postal address: Locked Bag 53, DARLINGHURST NSW 1300

Facebook: <https://www.facebook.com/groups/772251106301086/>

<sup>^</sup> In this document, the High Performing Students Unit will be referred to as the Unit.

'Parent' is defined under the *Education Act 1990* as a 'guardian or other person having custody or care of a child'.

## What are selective high schools?

Selective high schools cater for high achieving academically gifted students who may otherwise be without sufficient classmates at their own academic and social level. These schools help gifted and talented students to learn by grouping them with other gifted and talented students, using specialised teaching methods and materials at the appropriate level.

Year 7 enrolments are available in:

- eighteen fully selective high schools
- twenty-four partially selective high schools
- four agricultural high schools, three of which have boarding places where students live at the school for the school term. Find out more about boarding at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/information-for-applicants/agricultural-high-schools>
- one virtual secondary school, Aurora College, for students in rural and remote areas. Find out more at <http://www.aurora.nsw.edu.au/>

See a list of selective high schools and their websites the end of this document. A map is at <http://www.maptive.com/ver3/Selective>

## Important dates

You must apply online by **12 November 2018**. The application site will close at 10pm on 12 November 2018. The closing date will be strictly observed except where there is a shortage of suitable candidates or where extenuating circumstances are serious and well documented.

You can change your school choices by **26 April 2019** by sending the *Change of choice* form to the Unit. You cannot change choices after 26 April 2019 unless something unexpected and outside your control changes and you have documentary evidence. A request for a *Change of choice* after 26 April must be approved by the Unit. Use the change of choice form at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/information-for-applicants/choosing-a-selective-school>

It is the parent's responsibility to liaise with the non-government school to ask the current school principal to complete the principal's page (for school marks) and ensure it is sent to the Unit by **7 December 2018**.

If you have not received your *Test authority* advice by **Friday 8 March 2019**, you must email the Unit urgently. If you do not have email you can phone the Unit.

If some problem such as sickness or an accident stops your child from taking the test or from doing his or her best either in the test or at the school, you can make an illness/misadventure request using the form on the Unit's website. The form must reach the Unit by **Thursday 28 March 2019**.

If you have not received the placement outcome by **12 July 2019**, email the Unit. If you do not have email you can phone the Unit.

If you accept an offer and are also on a reserve list, you can remain on that reserve list until **3pm on 18 December 2019**. At that time you must give up either the reserve place or the offer. After this time students who have accepted an offer will be removed automatically from all reserve lists.

### Stages of the placement process

1	Parents read the application information online	From mid September 2018
2	Parents register, receive a password, log in, complete and submit the application online	From 9 October 2018 to 12 November 2018
3	Any special test provisions are requested	from 9 October to 12 November 2018
4	Principals provide school assessment scores	From 19 November to 7 December 2018
5	Parents sent <i>Test authority</i> letter	By 28 February 2019
6	Students sit the Selective High School Placement Test for entry to Year 7 in 2020	On 14 March 2019
7	Any illness/misadventure requests are submitted	By 28 March 2019
8	Last day to change selective high school choices	26 April 2019
9	School selection committees meet	In May and June 2019
10	Placement outcome sent to parents	Overnight on 5 July 2019
11	Parents submit any appeals to principals	By 23 July 2019
12	Parents accept or decline offers	From July 2019 to at least Term 1 2020
13	Students who have accepted offers are withdrawn from reserve lists	At 3 pm on 18 December 2019
14	Parents of successful students receive <i>Authority to attend</i> letters to take to the school on the first day of term in 2020	Mid-January 2020

## How do I apply?

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Parents must apply **online** at the following link: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7> and should read the instructions carefully. Applications are available between 9 October and 12 November 2018. You will:

1. register to receive a password using your own email address, not one belonging to your child
2. log in to complete the application using the password
3. submit your application
4. receive an email confirming that you have successfully submitted
5. check the attachment to the email to confirm all details are accurate.

The attachment will contain an application number in the format S19 123 456. You must quote your application number whenever you enquire about your application.

If you find you have made a mistake or need to change details after you submitted your application, email the Unit.

**Do not apply twice** for the same student, as the selection committee can consider only one application for each student.

Some email providers will not accept emails with attachments sent from the Unit. If this happens we have to send all information by mail. To avoid this problem add [ssu@det.nsw.edu.au](mailto:ssu@det.nsw.edu.au) to your email contacts list and check your spam or junk folders regularly.

## Parent details

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It is the parent's responsibility to use an email address that does not belong to a child. The Unit will not correspond with students. Any email suspected of belonging to a child will be disabled and then all correspondence will need to be sent by mail.

If possible, parents should provide two email addresses and must write to the Unit to update their child's record every time there is a change to any details.

## Where both parents live at the same address as the student

The names of both parents should be recorded on the application form if the second parent is likely to contact the Unit or to make independent placement decisions on behalf of the child.

## Where parents live at different addresses

Where parents do not live together, but have equal shared responsibility for the care and welfare of the student, the parent who lives at the same address as the child for most of the time should submit the application.

Where the student lives with each parent for equal time, the parent with whom the child is staying at the time of applying should apply. Parents must not submit two different applications for the same child. Duplicate applications will not be processed.

If the second parent is entitled to information about the child's application that parent may write to the Unit and request to receive duplicate system-generated correspondence.

The Unit will not participate in parental disputes and will accept decisions about school choices and placement made by the parent with whom the child is living most of the time, unless there are court orders stating otherwise.

Where parents cannot reach agreement, the matter will be dealt with according to the Department's guidelines for dealing with family law related issues. For more information refer to <https://education.nsw.gov.au/media/legal/familylawguidelines.pdf>

## Changes to the application

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Check that all details in the application confirmation email are correct. Parents are responsible for notifying the Unit in writing about changes to the application.

## Applying without internet access

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If you have no internet access at home you may need to go to a public library where internet access is available and complete the following steps:

- setup a web-based email to use for the application, such as Gmail, Yahoo, Hotmail or similar
- use that email account to register at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>
- wait to receive an email with a password and a link
- copy the password
- log in using the password you copied
- complete the application and, in the Contact details section, click on '**Mail only**' for all future correspondence
- submit the application
- check your new email account for the confirmation email and print the file showing all of your application details. Check the email spam/junk folder as well as the Inbox.

The Unit will then send all communication to your postal address. If you have a disability that prevents you from using a computer, contact the Unit for assistance.

Note: The Unit mails letters at the same time as emails are sent so posted mail will take longer for delivery.

## **Attachments**

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You must send copies of the following supporting documents to the Unit if any of these apply to your child:

- information about a disability, medical condition or behavioural condition such as severe vision impairment, diabetes, anaphylaxis, autism or serious illness. If you believe your child needs special test provisions, you will need to provide diagnostic evidence. Further information about this can be found at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/application-process/special-test-provisions>
- copy of court orders if they relate to this child's education or communication about the child
- explanation of why the child is older or younger than the usual age range or not in Year 6 in 2019
- for interstate/overseas students not able to sit the Selective High School Placement Test, a full WISC V IQ report with a reliable full scale IQ score is required as well as standardised reading and mathematics test results and writing sample as part of the *Report of academic merit*.
- for students who have been doing most school work in the English language for less than 48 months, evidence of previous schooling, if requested.

Quote your application number when sending documents or use the cover sheet you receive with your application confirmation when sending attachments to the Unit.

Do not send school reports or certificates or other test results unless asked to do so.

## **Who can apply?**

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Parents of students enrolled in government and non-government primary schools can apply.

## **Age and school Year**

Students are usually in Year 5 at the time of applying (2018) and in Year 6 when sitting the test (2019). They are usually born between 1 January 2007 and 1 August 2008. These students are aged between 11 years and 5 months and 13 years

at the time they start Year 7. If you apply when your child is out of the age range or in another school year, selection committees will check carefully the reasons you give. They may ask for more information or for an interview with you and your child if he or she is very young, to determine whether there are special requirements that the school can provide.

Selection committees can decide not to accept students who are older and may consider that students doing the test for a second time may have gained an unfair advantage from their previous experience with the test.

Selection committees can decide not to accept students who will be in Year 7 in 2019 and are seeking to repeat Year 7 in a selective high school.

Students seeking acceleration from Year 5 in 2019 to Year 7 in 2020 must gain a score which places them in the top half of the students offered placement in their selective high school of choice.

## **Brothers and sisters**

As placement in selective high schools is based on academic merit, you should not expect that if one of your children has been successful, the other children in your family will be placed. The placement of one twin or triplet does not guarantee the placement of another. Brothers and sisters will be offered a place at the same selective high school only if they have scores that are high enough to qualify. However, boarder agricultural high schools may take into account whether another family member currently attends the same school.

Parents of students who are offered a place in a partially selective high school cannot assume that younger or older siblings can also enrol as an out-of-area enrolment at that school.

## **Residency status**

You must be living in NSW at the beginning of the school year of entry.

Your child must be a permanent resident of Australia or a citizen of Australia or New Zealand to enrol in a selective high school. If your child is not yet a permanent resident, you can apply and your child can sit the test if you expect permanent residency will be granted before early July 2019 when initial offers are made. Even if your child qualifies on academic grounds you will not be offered a place in a selective high school unless permanent residency has been granted.

Offers and enrolments will also be cancelled if the placement was based on false or misleading information.

### Overseas or interstate

You can apply while you are temporarily overseas or interstate. If possible, your child should return to NSW to sit the test.

If your child cannot sit the test you will need to follow the overseas applicant procedure.

Refer to the website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/information-for-applicants/interstate-and-overseas-applicants>

If your child is unable to sit the test while you are living out of NSW temporarily but your child was in Year 5 in NSW and has school assessment scores that can be moderated, the illness/misadventure process could apply to you. Find out more at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/the-test/illness-or-misadventure>

### Boarders

There are three agricultural high schools with boarder places where students live at the school during the school term. If you want your child to be considered for boarder placement you must complete accurately the details about distance and travel times on the online application form. The selection committee gives a higher weighting to applications for students who are isolated than to applications for other country and city students.

Hurlstone Agricultural High School does not accept boarder applications from students living in metropolitan areas. For updates on changes affecting Hurlstone Agricultural High School and the new Roy Watts High School at the Glenfield site, refer to Hurlstone Agricultural High School's website or to <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/information-for-applicants/agricultural-high-schools>

If your child is offered a place at one of the three agricultural high schools taking boarders you will have to complete further forms and pay boarder fees. There are scholarships available that may help you to pay the boarder fees. Further information is available at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/information-for-applicants/agricultural-high-schools>

If you accept a boarder place for your child you will need to sign an agreement to pay boarder fees on time. If you do not pay the fees as agreed the offer will be cancelled and offered to the next eligible applicant. Parents who have outstanding fees for older brothers or sisters may be refused enrolment unless all outstanding fees are paid.

If your child gains a boarder place at an agricultural high school that also has day students, you cannot later transfer across to a day place except by applying through the Years 8 to 12 process explained at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/years-8-to-12>.

### Rural and remote

If you intend to enrol your child at one of the high schools in rural and remote areas, you can apply for a place at Aurora College, the virtual selective high school. Students attend their local government secondary schools and join the selective stream in English, mathematics and science using an online conferencing system. Students connect with their teachers and other students through a virtual learning environment and residential school programs. Aurora College's selection committee may contact the principal of your child's current school to determine whether this type of learning environment is likely to be best for your child. Find out more about Aurora College at <http://www.aurora.nsw.edu.au/>.

Note: You cannot access the Aurora College option while enrolled in a rural or remote high school which has a selective class.

### Fees

There are no extra fees for attending a selective high school, unless your child is a boarder. Schools may ask for materials contributions for some subjects, as do other government high schools.

### How should I choose selective high schools?

You can apply for up to three selective high schools in the order you want them. Think about your choices carefully. List only the schools you would like your child to attend and in your preferred order. Offers are made on the basis of your order of choice.

Where students qualify for two or three schools they will get an offer only to the highest choice for which they qualify. Make sure that all the schools you choose are suitable for your child and that travel time is reasonable. See where selective

high schools are on the map on the Unit's website at <http://www.maptive.com/ver3/Selective> and check the school websites listed at the end of this document. Boarder school selection committees look at how far away you live but all other selection committees do not consider your child's travel time and transport needs.

Further details can be found at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/information-for-applicants/choosing-a-selective-school>

From 2019 Armidale High School and Duval High School are combining their selective classes and the selective class will be located within the new Armidale Secondary College.

### Change of school choice

You can change your school choices before **26 April 2019** by sending a change of choice form to the Unit. You cannot change choices after 26 April 2019 unless something unexpected and outside your control changes and you have documentary evidence. A request for a change of choice after 26 April must be approved by the Unit. Use the *Change of choice* form at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/information-for-applicants/choosing-a-selective-school>

After enrolment in a selective high school, you cannot transfer to another selective high school. You may apply for your child to enter another selective high school in Years 8 to 12 by using the application form for Years 8 to 12 entry which will be published on the Unit's website and the websites of selective high schools in late June in the year before entry.

Find out more about Years 8 to 12 entry on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/years-8-to-12>.

### How are students ranked for selective high school entry?

All students are ranked and placed in order of academic merit. Academic merit is normally decided by combining the results of the primary school assessments in English and mathematics with the results of the Selective High School Placement Test. This combination is expressed as a calculated placement score out of 300.

For some applicants, other evidence of academic merit may be used in the placement process, for example interstate and overseas applicants submit a Report of academic merit.

### School assessment scores

The NSW primary school gives school assessment scores to show each student's achievement on the school curriculum in English and mathematics in 2018. The scores are scaled (moderated) according to the performance in the Selective High School Placement Test of the candidates from the child's primary school. This means the moderated school assessment scores can be compared with those of all other applicants in NSW and giving them equal weighting with the English and mathematics test scores.

If students do not have school assessment scores that can be moderated, only their test scores will be used to calculate their final placement score.

Find out more about calculation of scores at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/selection-process>

NSW Government school principals give the scores to the Unit online.

If your child is at a NSW non-government school you will need to give the *Principal's page for provision of school assessment scores* to the school to get school assessment scores. The principal's page will be emailed to you as soon as you submit your application online. Give the principal's page to the principal within seven days of applying.

It is the parent's responsibility to liaise with the school to ensure that the completed principal's page is sent to the Unit by **7 December 2018**.

If non-government principals will not give any of their students school assessment scores, you must complete the *Request for formal exemption* form at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/application-process#Non-government3> and send it to the Unit. Attach supporting evidence with the request for exemption. Exemption will not be approved if any other applicants from the same school have been given school assessment scores. In such a case, selection committees may decide not to accept the application. Find the *Request for formal exemption* form at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/application-process>

Interstate and overseas applicants should not supply school assessment scores from their primary schools.

### What do I need to know about the test?

The Selective High School Placement Test for entry to Year 7 in 2020 is held on **14 March 2019** in test centres, usually at government high schools. The test is held only on this day and only in official test centres in NSW. All test materials are kept secure before, during and after the test and are not released to any unauthorised person. The test measures ability rather than performance on the curriculum.

By **Thursday 28 February 2019** you will be sent a *Test authority* letter that tells you where to take your child to sit the test.

Every effort will be made to send you this information but it is your responsibility to ensure that you have received it. The information sent to you by email (or mail if you do not use an email address for correspondence) will consist of:

- a *Test authority* letter which must be presented at the test centre
- a *Test information* bulletin which explains the test and lists what your child should bring. The bulletin explains how to show the answers to the questions in the test.

If you have not received your *Test authority* letter by **Friday 8 March 2019**, you must email the Unit urgently. If you do not have email you can phone the Unit.

Parents are responsible for ensuring that they have kept their contact details current during the application process.

Students from the same primary school will usually attend the same test centre. In the week before the test you will be able to see the list of test centres on the Unit's website at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/the-test>

You must arrange for your child to travel to and from the test but you must not stay on the school grounds during the test unless the Unit asks you to stay because your child has a diagnosed disability, medical or behavioural condition that requires your availability during the test. If you are asked to remain at the test you must report to the school office and provide identification.

### Test components

The test has multiple-choice questions in reading (45 questions), mathematics (40 questions) and general ability (60 questions). Each multiple choice test is 40 minutes long.

The writing test is 20 minutes long and only two lined pages are provided. To receive marks the writing must be the student's own work and must be about the topic or image provided in the test. The writing will be judged on the quality of thinking about a topic, organisation of ideas and the use of language. No marks will be awarded if the piece of writing is not based on the topic.

The test is in two parts, each with a question booklet and an answer booklet for recording the answers. For marking, students' answer booklets are identified by barcoded booklet numbers only. Students use black pen to show their answers. **Important:** If your child does not follow instructions and marks the answers on the question booklet instead of the answer sheet or marks a series of questions on the wrong lines, the marks may not be counted.

### Sample tests

Sample tests are published on the Unit's website to help your child practise answering the questions on the sample answer sheet. Find the sample tests at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/the-test>. These samples are provided only to allow students to become familiar with the test format, so results obtained may not reflect the score your child will get in the actual test. Selection committees will not make any decisions based on your child's score on practice items or any other tests.

### Special test provisions

If your child has a disability or medical or behavioural condition that could affect his or her performance on the test, you can ask for special test provisions when you apply. For example, the Unit can arrange provisions such as enlarged papers, specific seating and approval to take medications into the test room. You do not need to seek special permission for your child to bring glasses or asthma medication into the test centre. These are allowed.

Students cannot usually be given extra time or a person to read or write for them and they cannot use computers for the test. If you explain your child's special needs in your application, the Unit may contact you or the school to talk about special test provisions.

Please advise us if your child suffers from a medical or behavioural condition that makes it possible that other students may be disturbed by your child during the test. In these cases we may be able to arrange for your child to be supervised in a separate room for testing.

The Unit will try to assist in emergency situations (e.g. broken arm just prior to the test). However special test provisions for existing conditions cannot be modified or added to after **Thursday 21 February 2019** and special test provisions notified to the Unit for the first time after Thursday 21 February 2019 cannot be guaranteed.

Test supervisors may not be trained in first aid or administration of life-saving medication so parents must disclose medical information and be available to wait at the test centre, if required.

You must provide supporting documents if you are asking for special test provisions. Students with a disability, medical or behavioural condition will be given individual consideration by selection committees.

### What happens if something goes wrong?

If some problem such as sickness or an accident stops your child from taking the test or from doing his or her best either in the test or at the school, you can make an illness/misadventure request using the form on the Unit's website. The form must reach the Unit by **Thursday 28 March 2019**.

If your child is sick or injured, you must have a medical certificate and a completed *Independent evidence of illness* form, both of which cover the day of the test. It is generally better for the student to sit the test, if possible, and make an illness/misadventure request afterwards. Students must not attend the test if there is a risk to their health or the health of others, such as in cases of contagious disease.

If you believe something has occurred to prevent your child from gaining higher school assessment scores, you should provide documentary evidence and ask the principal to write a comment on page 4 of the form.

School selection committees discuss the illness/misadventure requests and decide whether or not to accept them. You cannot make an appeal later claiming illness or misadventure.

Further information is available at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/the-test/illness-or-misadventure>

If an illness/misadventure request is made for a student who missed the test and who does not have reliable school assessment scores which can be moderated, the student may be considered for placement on the basis of a reliable WISC V full scale IQ score and any other assessment that may be requested. In cases where an IQ test may be the only comparable evidence of academic merit which can be considered by selection committees, government primary schools may be asked to allow their school counsellor to conduct the test. If this option is unavailable parents may need to arrange for their child to be tested at their own expense.

### How are decisions made?

All school selection committees make their placement decisions using the same selection criteria but each school selection committee makes its decisions independently. Each committee includes the selective high school principal, a parent or community representative, and can include other staff members such as school counsellors. Directors Educational Leadership may also attend.

Selection committees:

- place applicants for that school in order of their calculated placement scores
- look at the likely impact of disability and illness/misadventure requests
- give priority to isolated students who apply for boarding at agricultural high schools
- consider matters affecting students outside the usual age range or school year
- give consideration to students who are Aboriginal\* or who have been educated in English for less than 48 months
- look at other evidence of academic merit if necessary
- list students for offers and reserve places according to the number of vacancies at the school
- consider any other relevant factors brought to their attention.



## **How do I find out the outcome?**

Overnight on 5 July 2019 the Unit will send your child's placement outcome. Your child may be:

- offered a place for one school choice and/or
- placed on a reserve list for one or more school choices and/or
- unsuccessful for one or more school choices.

If your child is made an offer to one school and also had a score high enough for a lower choice school, that lower choice school will be shown as 'not applicable'.

If you receive an offer or a reserve place you will be sent an *Outcome information* bulletin explaining what each type of outcome means and what you need to do.

In most cases you will receive your child's calculated placement score out of 300.

If you have not received the placement outcome by **12 July 2019**, email the Unit quoting the application number. If you do not have email you can phone the Unit.

There is no minimum fixed score required for entry to individual schools as students are placed in rank order to fill the available vacancies. The score held by the last student accepting a place at the school in the previous year is the 'minimum entry score' that is published on the Unit's website in April each year. This score varies from school to school and from year to year. You cannot use these scores from the previous placement process to prove that your child should have received an offer to a particular school in the current placement process.

The Unit sends reports to government primary schools listing the outcome for all their students who applied. Non-government school principals can request this information if the non-government school provided assessment scores.

### **Getting an early hint about the outcome**

If you need to know the possible outcome before it is released, because of having to pay a non-refundable deposit of more than \$2000 to secure a place at an alternative school, you may contact the Unit in June for an *Early advice request* form. Any early advice that the Unit provides may not be the final outcome and generally the only information the Unit can be sure of at this stage is either where a student will clearly qualify based on their likely placement score or where a student will be unsuccessful for all choices.

You can ask for early advice once only and can call just before the deadline for paying the non-refundable deposit to get the advice if it is approved.

### **Responding to offers**

If you receive an offer you must fill out the response form that you are sent with your placement outcome information and return it by the date shown on the form. This is usually 14 days later. If you get an offer by phone you might have only 24 hours to decide whether or not to accept. If you do not respond by the due date the Unit may assume that you do not want the offer. The Unit will send a reminder before the offer lapses. If you accept an offer and then change your mind and want to decline it, you should email the Unit immediately so that the place can be offered to another student.

If you will not have access to your email at the time offers are made, you can advise the Unit in writing if you wish to accept any offer in advance or if you want to change contact details.

The Unit will confirm your response to an offer within 21 days. If you have not received an acknowledgement 21 days after you sent your response, please email the Unit.

### **Being on a reserve list only**

If your child is on a reserve list or lists only, you will not be sent a response form. However if you do not want your child to stay on the reserve list(s), email the Unit to remove your child from the reserve list(s). You will be offered a place if his or her position on a list is reached. The Unit continues to make offers, if vacancies occur, until at least the end of Term 1 in the year of placement. After this time principals have discretion to carry over any vacancies to the Year 8 to 12 process that begins in June. From early August 2019 you can follow the progress of the reserve lists at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/outcome/year-7-reserves>

### **Further offers**

Your child can be made an offer and also be on reserve lists for higher choice selective high schools. If you are given a further offer to a higher choice school, you must accept or decline the new offer. If you accept the further offer, the Unit will consider the original offer declined. If you are on reserve lists the Unit will make further offers to your higher choice schools even if you declined an offer to a lower choice school.

If you accept an offer and are also on a reserve list, you can remain on that reserve list until **3pm on 18 December 2019**. At that time you must give up either the reserve place or the offer. After this time students who have not declined their offer will be removed automatically from all reserve lists.

### Can I find out more about my child's scores?

Scores information will be provided for most applicants. A separate letter or attachment will show you the raw scores your child gained on the Selective High School Placement Test and the raw school assessment scores. **You cannot use these scores to try to recalculate the placement score.** Details of scores will not be provided over the phone. If selection committees adjusted scores for special considerations, the scores are not released.

Find out more about scores at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/selection-process>

### How do I appeal?

You may appeal against the decision of the selection committee if you know something specific happened to prevent your child from gaining higher school assessment scores or test scores (but not both) which might not have been considered by the selection committee. All appeals must be supported by relevant documentary evidence.

You must download the official appeal form available on the Unit's website.

Complete the parent section of the form and hand the appeal, with evidence attached, to the principal of your child's school no later than **Tuesday 23 July 2019**. The principal will pass it on to the Unit by **Tuesday 30 July 2019**. Late appeals will not be accepted.

Anything that should have been dealt with or was dealt with by the selection committee at the time of the illness/misadventure process will not be considered valid grounds for appeal. Further details about grounds for appeal can be found at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/outcome/appeals>

### Can my offer be cancelled?

If the Unit cannot contact you to make an offer or find out your response after trying at least twice, the offer will no longer apply.

If your child does not satisfy all requirements, such as permanent residency, or does not attend the school on the first day without a satisfactory explanation, the offer will be cancelled. Offers and enrolments will also be cancelled if the placement was based on false or misleading information.

### What do I need to do to enrol?

If you have accepted an offer you will receive, in mid-January 2020, an *Authority to attend* letter which your child takes to the school on the first day of the school year as part of the enrolment process. You may also need to provide original documentation, such as proof of residency, and meet all other NSW Department of Education enrolment conditions.

Information about enrolment policy in NSW Department of Education schools is at <https://education.nsw.gov.au/going-to-a-public-school/enrolment>

If you need to delay your starting date beyond the first day of the school year you must discuss it with the selective high school principal (or the Unit in school holidays) before enrolling your child. You cannot delay enrolment past the first day of Term 2 in the year of entry. If parents later remove a student from the Selective High School for an extended period of time the vacant position must be offered to the next student on the reserve list.

### Who can make enquiries or decisions about my child?

The Unit corresponds with the parents or carers that you list on the application.

The Unit will provide information about an application to any parent or interested person who is legally entitled to it, regardless of requests for confidentiality. The Unit will abide by requests to not reveal a parent's contact details to any other specified person. The Unit will not correspond with students or speak to them on the telephone.

## **Where can I get further information?**

The Unit updates information about selective high school entry and placement procedures regularly on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>

The Unit's telephone system also has current information about the placement process.

Please check the website for information before contacting the Unit by email [ssu@det.nsw.edu.au](mailto:ssu@det.nsw.edu.au) or fax (02) 9266 8435 or phone 1300 880 367.

You will need to give the student's application number and other identifying information when enquiring about a particular student. For email enquiries, you should use the original email address used in the application.

Ask your child's teacher if you want advice about whether your child might benefit from attending a selective high school.

Find out about courses and programs offered by specific schools using the list of school websites at the end of this document.

For regular updates on the placement process log into Facebook to access this link: <https://www.facebook.com/groups/772251106301086/>

## **Frequently asked questions**

### **Does my child get an advantage if we live very close to a selective high school?**

No, selection committees do not consider travelling times and transport arrangements when offering places unless you are applying for entry as a boarder.

### **What provision is made for students from non-government schools?**

The selection procedures are the same as for government school students. The only difference is that the Unit advises government school principals about the students from their school who have applied. Parents of students from non-government schools must ask the principal to complete the *Principal's page for provision of school assessment scores* (emailed with their application confirmation) and then must ensure it is returned to the Unit by 7 December 2018.

If your non-government school does not provide school assessment scores and will not sign the principal's page, you should complete the *Request*

for formal exemption form at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/application-process>

The selection committee will NOT generally grant an exemption to applicants who do not have school assessment scores if any other students from the same school have them. The selection committee may decide not to accept the application in such a case.

### **What can I do to prepare my child for the Selective High School Placement Test?**

Encourage your child to use the sample tests on the Unit's website to practise answering the questions on the sample answer sheets. Students will also be given practice questions before the test begins. See sample tests at: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/the-test>

The results of practice items do not mean that your child will score the same in the test. Selection committees and appeals panels will not make any decision based on your child's score on practice test items.

The NSW Department of Education does not endorse coaching for the Selective High School Placement Test.

### **If my outcome advice indicates that my child is unsuccessful, can his or her name be placed on a reserve list?**

Students who are unsuccessful cannot be placed on a reserve list because their scores were not high enough. Students cannot be placed on reserve lists for schools not listed as choices even though they may require lower entry scores.

### **What are reserve lists?**

Reserve lists are lists of students whose placement scores are not quite high enough to gain an initial offer but are high enough to be on a waiting list for any vacancies. Selection committees decide the students who will receive offers and those who will be placed on reserve lists. Students who have been offered places for a particular school will have higher scores than those who are on the reserve list or are unsuccessful for that school.

## **What does the Selective High School Placement Test tell me about my child's performance?**

The Selective High School Placement Test measures ability, while school assessment scores show each student's achievement on the school curriculum. The test helps to identify students for entry into selective high schools on the basis of academic merit. It is not meant to be a diagnostic test to identify the student's strengths and weaknesses in English or mathematics performance. The student's primary school can advise you on your child's performance in these areas.

## **If my child was unsuccessful for opportunity class placement, does it mean he or she will be unsuccessful for selective high school entry?**

Not necessarily. The entry requirements for opportunity class and selective high school placement can be quite different. Students can improve over the time since they applied for opportunity class placement. Many gifted and talented students applying for selective schools did not apply for opportunity class placement. Not all students from opportunity classes are successful for selective high school entry. There are over twice as many Year 7 places in selective high schools as there are Year 5 places in opportunity classes.

## **If I receive an offer to one of my lower choices as well as being on the reserve list for one of my higher choices, do I have to give up the offer to stay on the reserve list?**

You can accept an offer to one school and stay on the reserve list for one or more of your higher choices until **3pm on Wednesday 18 December 2019**. After that time no further offers will be made to students who have already accepted placement in a selective high school and have not later declined the offer.

## **If my child is one of the last to be made an offer, does that mean he or she will struggle at a selective high school?**

The selection committee offers places or reserve list positions only to those students they think are capable of doing well at a selective high school. There are many things which can affect student performance, including your child's willingness to learn, his or her response to teachers and interaction with other students. While some

students who receive late offers might have problems, the majority should have no difficulties.

## **What should I do if my child does not get into a selective high school?**

As there is one place for approximately three people applying, not all students can be placed. Be supportive and explain to your child that he or she can be very successful at a comprehensive high school. Students from government comprehensive high schools can achieve results which are as good as, or even better than, results gained by selective high school students, as not all gifted and talented students apply for selective high schools.

Comprehensive high schools implement their own gifted and talented provisions under the NSW Department of Education's gifted and talented policy.

## **What score does a student have to gain to be successful for selective high school placement?**

There is no fixed score that a student has to achieve to be successful for placement at a particular selective high school as students are placed in rank order to fill the available vacancies. The score held by the last student placed at the school in the previous year is the 'minimum entry score' that is published on the unit's website in the following April each year. For example, in a school with 150 places, the score of the 150th student who accepts a place at that school becomes the minimum entry score. This score can vary from school to school and from year to year. The greater the demand for the school, the higher the entry score is likely to be.

Please note that the 'minimum scores' on the website show the score held by the last student accepting a place for entry in that year. The entry score for 2020 will not be known until after the placement process is finalised. Though your child's score may be higher than that shown for entry in 2019 this does not necessarily mean that he or she should be offered a place for entry in 2020.

## **How is the placement score calculated if my child is the only one applying from his/her school?**

A student who does not have school assessment scores or who is the only candidate from his/her school may be considered on test scores which will be expressed as a mark out of 300 as the calculated placement score.

### **How can I find out my child's score?**

Most parents/carers will receive their child's placement score with their placement outcome letter or email in July.

A breakdown of the raw school assessment scores and test marks is usually included. In a few cases the score cannot be published. If parents do not receive their child's score they can write to the Unit for an explanation.

The selection committee may adjust a child's score based on criteria such as a student's Aboriginality, length of time doing all school work in English, illness/misadventure request, appeal and a number of other special considerations. This is why a student may appear higher on a reserve list than another student with a higher calculated placement score. Adjusted placement scores are not released as they can vary across the three selection committees considering the application.

No other score information is available to parents, including adjusted scores or school rankings.

### **Why are placement scores and further details sometimes unavailable?**

Where students have been considered on other evidence of academic merit, such as an individual IQ test, or the selection committee has used different components of the scores based on supplementary information, the original calculated placement score does not apply. Adjusted scores are not released.

### **How does the reserve list work?**

If your child is on a reserve list for a selective high school, the number on the placement outcome advice shows his or her position on the list. How quickly the Unit offers places to those on a reserve list depends on whether parents accept or decline offers, and whether other students receive further offers to a school of higher choice. If your child's position is reached on the reserve list, the Unit will contact you with an offer.

After 3pm on 18 December you will be offered a place from the reserve list only if you have not been offered a place at another selective high school or you have declined all other offers. From early August you can track where the reserve list is up to on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7/outcome/year-7-reserves>

### **Can I change my choice of schools after submitting the application?**

You must think about your choices very carefully when you apply. You can ask for a change of choice without explanation by submitting the *Change of choice* form by 26 April 2019. After this date there have to be extenuating circumstances which are serious and well documented, and any change must be approved.

### **Why do some partially selective high schools combine selective and comprehensive students in the senior years?**

Some partially selective high schools do this. It allows the school to better organise the timetable and offer more electives than would be possible if the selective students were kept as a separate group. This organisation means the school can offer a wider range of electives. However, since gifted and talented students tend to make similar subject level choices, they are quite often still grouped selectively.

## Selective high schools with Year 7 vacancies in 2020

You may choose up to three selective high schools in order of preference.

### Fully selective high schools

School code	School details	Website
<b>Co-educational</b>		
<b>BHH</b>	<b>Baulkham Hills High School</b> Windsor Road, Baulkham Hills 2153	<a href="http://www.baulkhamhillshighschool.com.au">http://www.baulkhamhillshighschool.com.au</a>
<b>CAR</b>	<b>Caringbah High School</b> Willarong Road, Caringbah 2229	<a href="http://www.caringbah-h.schools.nsw.edu.au/">http://www.caringbah-h.schools.nsw.edu.au/</a>
<b>FOR</b>	<b>Fort Street High School</b> Parramatta Road, Petersham 2049	<a href="http://www.fortstreet.nsw.edu.au">http://www.fortstreet.nsw.edu.au</a>
<b>GIR</b>	<b>Girraween High School</b> Gilba Road, Girraween 2145	<a href="http://www.girraween-h.schools.nsw.edu.au">http://www.girraween-h.schools.nsw.edu.au</a>
<b>GOS</b>	<b>Gosford High School</b> Racecourse Road, Gosford 2250	<a href="http://www.gosford-h.schools.nsw.edu.au">http://www.gosford-h.schools.nsw.edu.au</a>
<b>MAN</b>	<b>Manly Campus Northern Beaches Secondary College</b> Abbott Road, North Curl Curl 2099	<a href="http://www.nbscmanlys-h.schools.nsw.edu.au">http://www.nbscmanlys-h.schools.nsw.edu.au</a>
<b>MER</b>	<b>Merewether High School</b> Chatham Street, Broadmeadow 2292	<a href="http://www.merewether-h.schools.nsw.edu.au">http://www.merewether-h.schools.nsw.edu.au</a>
<b>PEN</b>	<b>Penrith High School</b> High Street, Penrith 2750	<a href="http://www.penrithhighschool.nsw.edu.au">http://www.penrithhighschool.nsw.edu.au</a>
<b>RWH</b>	<b>Roy Watts High School</b> Roy Watts Road, Glenfield 2167	Website yet to be announced <b>Consult the Unit's website for updates</b>
<b>SMH</b>	<b>Smiths Hill High School</b> Gipps Street, Wollongong 2500	<a href="http://www.smithshill-h.schools.nsw.edu.au">http://www.smithshill-h.schools.nsw.edu.au</a>
<b>Male</b>		
<b>NBH</b>	<b>Normanurst Boys High School</b> Pennant Hills Road, Normanurst 2076	<a href="http://www.normanhurb-h.schools.nsw.edu.au">http://www.normanhurb-h.schools.nsw.edu.au</a>
<b>NSB</b>	<b>North Sydney Boys High School</b> Falcon Street, Crows Nest 2065	<a href="http://www.nsbhs.nsw.edu.au">http://www.nsbhs.nsw.edu.au</a>
<b>SBH</b>	<b>Sydney Boys High School</b> Cleveland Street, Moore Park 2021	<a href="http://www.sydneyboyshigh.com">http://www.sydneyboyshigh.com</a>
<b>STH</b>	<b>Sydney Technical High School</b> Forest Road, Bexley 2207	<a href="http://www.sths.nsw.edu.au">http://www.sths.nsw.edu.au</a>
<b>Female</b>		
<b>HGH</b>	<b>Hornsby Girls High School</b> Edgeworth David Avenue, Hornsby 2077	<a href="http://www.hornsbygir-h.schools.nsw.edu.au">http://www.hornsbygir-h.schools.nsw.edu.au</a>
<b>NSG</b>	<b>North Sydney Girls High School</b> Pacific Highway, Crows Nest 2065	<a href="http://www.northsydgi-h.schools.nsw.edu.au">http://www.northsydgi-h.schools.nsw.edu.au</a>
<b>SGG</b>	<b>St George Girls High School</b> Victoria Street, Kogarah 2217	<a href="http://www.stgeorgegi-h.schools.nsw.edu.au">http://www.stgeorgegi-h.schools.nsw.edu.au</a>
<b>SGH</b>	<b>Sydney Girls High School</b> Anzac Parade, Surry Hills 2010	<a href="http://www.sghs.nsw.edu.au">http://www.sghs.nsw.edu.au</a>

## Selective high schools with Year 7 vacancies in 2020

### Partially selective

School code	School details	Website
<b>ALX</b>	<b>Alexandria Park Community School*</b> Park Road, Alexandria 2015	<a href="http://www.alexparkcs-c.schools.nsw.edu.au">http://www.alexparkcs-c.schools.nsw.edu.au</a>
<b>ARM</b>	<b>Armidale Secondary College</b> Crest Road, Armidale 2350 Duval High School is combining with Armidale High School as Armidale Secondary College.	<a href="http://www.armidale-h.schools.nsw.edu.au">http://www.armidale-h.schools.nsw.edu.au</a> <a href="http://www.duval-h.schools.nsw.edu.au">http://www.duval-h.schools.nsw.edu.au</a> <b>Consult the Unit's website or the school websites for updates about the selective class in the new Armidale Secondary College</b>
<b>AUB</b>	<b>Auburn Girls High School</b> Hunter Street and Braemar Ave, Auburn 2144	<a href="http://www.auburng-h.schools.nsw.edu.au">http://www.auburng-h.schools.nsw.edu.au</a>
<b>BAL</b>	<b>Balmain Campus<sup>Δ</sup> Sydney Secondary College (Years 7 to 10)</b> Terry Street, Rozelle 2039	<a href="http://www.balmain-h.schools.nsw.edu.au">http://www.balmain-h.schools.nsw.edu.au</a>
<b>BLB</b>	<b>Blacktown Boys High School</b> Sunnyholt Road & Fifth Ave, Blacktown 2148	<a href="http://www.blacktownb-h.schools.nsw.edu.au">http://www.blacktownb-h.schools.nsw.edu.au</a>
<b>BLG</b>	<b>Blacktown Girls High School</b> Fifth Avenue, Blacktown 2148	<a href="http://www.blacktowng-h.schools.nsw.edu.au">http://www.blacktowng-h.schools.nsw.edu.au</a>
<b>BON</b>	<b>Bonnyrigg High School</b> Elizabeth Drive, Bonnyrigg 2177	<a href="http://www.bonnyrigg-h.schools.nsw.edu.au">http://www.bonnyrigg-h.schools.nsw.edu.au</a>
<b>CHA</b>	<b>Chatswood High School</b> Centennial Avenue, Chatswood 2067	<a href="http://www.chatswood-h.schools.nsw.edu.au">http://www.chatswood-h.schools.nsw.edu.au</a>
<b>EMH</b>	<b>Elizabeth Macarthur High School</b> Waterworth Drive, Narellan Vale 2567	<a href="http://www.elizabeth-h.schools.nsw.edu.au">http://www.elizabeth-h.schools.nsw.edu.au</a>
<b>GOR</b>	<b>Gorokan High School</b> Goobarabah Ave, Gorokan 2263	<a href="http://www.gorokan-h.schools.nsw.edu.au">http://www.gorokan-h.schools.nsw.edu.au</a>
<b>GRA</b>	<b>Grafton High School</b> Oliver & Mary Streets, Grafton 2460	<a href="http://www.grafton-h.schools.nsw.edu.au">http://www.grafton-h.schools.nsw.edu.au</a>
<b>GBH</b>	<b>Granville Boys High School</b> 14 Mary Street, Granville 2142	<a href="http://www.granvilleb-h.schools.nsw.edu.au">http://www.granvilleb-h.schools.nsw.edu.au</a>
<b>KAR</b>	<b>Karabar High School</b> Donald Road, Queanbeyan 2620	<a href="http://www.karabarhigh.com.au">http://www.karabarhigh.com.au</a>
<b>KOO</b>	<b>Koorringal High School</b> Ziegler Avenue, Koorringal 2650	<a href="http://www.koorringal-h.schools.nsw.edu.au">http://www.koorringal-h.schools.nsw.edu.au</a>
<b>LEI</b>	<b>Leichhardt Campus<sup>Δ</sup> Sydney Secondary College (Years 7 to 10)</b> Balmain Road, Leichhardt 2040	<a href="http://www.leichhardt-h.schools.nsw.edu.au">http://www.leichhardt-h.schools.nsw.edu.au</a>
<b>MFH</b>	<b>Macquarie Fields High School</b> Harold Street, Macquarie Fields 2564	<a href="http://www.macfields-h.schools.nsw.edu.au/">http://www.macfields-h.schools.nsw.edu.au/</a>
<b>MOO</b>	<b>Moorebank High School</b> Bangalow Avenue, Moorebank 2170	<a href="http://www.moorebank-h.schools.nsw.edu.au">http://www.moorebank-h.schools.nsw.edu.au</a>
<b>PAR</b>	<b>Parramatta High School</b> Great Western Hwy & Pitt St, Parramatta 2150	<a href="http://www.parramatta-h.schools.nsw.edu.au">http://www.parramatta-h.schools.nsw.edu.au</a>
<b>PHS</b>	<b>Peel High School</b> Gunnedah Road, Tamworth 2340	<a href="http://www.peel-h.schools.nsw.edu.au">http://www.peel-h.schools.nsw.edu.au</a>
<b>PRA</b>	<b>Prairiewood High School</b> Prairie Vale Road, Wetherill Park 2164	<a href="http://www.prairiewoo-h.schools.nsw.edu.au/">http://www.prairiewoo-h.schools.nsw.edu.au/</a>
<b>ROS</b>	<b>Rose Bay Secondary College*</b> Hardy Street, Dover Heights 2030	<a href="http://www.rosebay-h.schools.nsw.edu.au">http://www.rosebay-h.schools.nsw.edu.au</a>
<b>RYD</b>	<b>Ryde Secondary College</b> Malvina Street, Ryde 2112	<a href="http://www.rsc.nsw.edu.au">http://www.rsc.nsw.edu.au</a>
<b>SEF</b>	<b>Sefton High School</b> Hector Street, Sefton 2162	<a href="http://www.sefton-h.schools.nsw.edu.au">http://www.sefton-h.schools.nsw.edu.au</a>
<b>TEM</b>	<b>Tempe High School*</b> Unwins Bridge Road, Tempe 2044	<a href="http://www.tempe-h.schools.nsw.edu.au">http://www.tempe-h.schools.nsw.edu.au</a>

\* Alexandria Park, Rose Bay and Tempe have targeted places available for Aboriginal students.

Note: <sup>Δ</sup> Sydney Secondary College Balmain and Leichhardt campuses offer places in Years 7 to 10. Students from these campuses will generally proceed to Sydney Secondary College Blackwattle Bay Campus for Years 11 and 12. **15**

## Selective high schools with Year 7 vacancies in 2020

### Selective agricultural

School code	School details	Website
<b>Day places only: co-educational</b>		
<b>JRA</b>	<b>James Ruse Agricultural High School</b> 17–31 Felton Road, Carlingford 2118	<a href="https://jamesruse-h.schools.nsw.gov.au/">https://jamesruse-h.schools.nsw.gov.au/</a>
<b>Boarder places only: co-educational</b>		
<b>YAF</b> <b>YAM</b>	<b>Yanco Agricultural High School</b> Yanco female boarder Yanco male boarder Euroley Road, Yanco 2703	<a href="http://www.yancoag-h.schools.nsw.edu.au">http://www.yancoag-h.schools.nsw.edu.au</a>
<b>Boarder and day places: male only</b>		
<b>FAM</b> <b>FAD</b>	<b>Farrer Memorial Agricultural High School</b> Farrer male boarder Farrer male day 585 Calala Lane, Tamworth 2340	<a href="http://www.farreragri-h.schools.nsw.edu.au">http://www.farreragri-h.schools.nsw.edu.au</a>
<b>Boarder and day places: co-educational</b>		
<b>HAF</b> <b>HAM</b> <b>HAD</b>	<b>Hurlstone Agricultural High School</b> Hurlstone female boarder Hurlstone male boarder Hurlstone day Vines Drive, Richmond NSW 2753 <b>Consult the Unit's website or the school website for updates about the new school in Hawkesbury</b>	<a href="http://www.hurlstone.com.au">http://www.hurlstone.com.au</a>

### Virtual Selective

<b>VIR</b>	<b>Aurora College*</b> Rural and remote, virtual selective high school	<a href="http://www.aurora.nsw.edu.au/">http://www.aurora.nsw.edu.au/</a>
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#### Note:

\*Only students who will be enrolled in Year 7 in government high schools in rural or remote areas (excluding fully and partially selective high schools) may apply for Aurora College, the virtual selective high school.