1. Selective Entry High Schools

Victoria’s four selective entry high schools provide an educationally enriched environment for high-achieving students. There are four selective entry high schools in Victoria for students in Years 9 to 12: two co-educational schools and two single-sex schools. The four schools are The Mac.Robertson Girls’ High School (girls only), Melbourne High School (boys only), Nossal High School (co-educational) and Suzanne Cory High School (co-educational).

The Department of Education and Early Childhood Development (DEECD) has responsibility for determining the enrolment policy and procedures into all selective entry high schools.

Boys Only

Melbourne High School
Forrest Hill
South Yarra
Victoria, 3141
Australia
Ph: 03 9826 0711
Fax: 03 9826 8767
Website: http://www.mhs.vic.edu.au

Girls Only

The Mac.Robertson Girls’ High School
350-370 Kings Way
Melbourne
Victoria, 3004
Australia
Ph: 03 9820 0788
Fax: 03 9864 7777
Website: http://www.macrobag.vic.edu.au

Schools/ Co-educational

Nossal High School
Sir Gustav Nossal Boulevard
Monash University
100 Clyde Road
Berwick
Victoria, 3806
Australia
Ph: 03 8762 4600
Website: http://www.nossalhs.vic.edu.au

Suzanne Cory High School
Hoppers Lane
Werribee
Victoria, 3030
Australia
Ph: 03 8734 2800
Website: http://www.suzannecoryhs.vic.edu.au/
1.1 Location of Selective Entry High Schools
### 2. Important Dates

- Applications open: 14 February 2012
- Applications close: 18 May 2012
- Selective Entry High Schools Examination: 16 June 2012
- Examination outcome and offers (as applicable) sent to parents: 16 August 2012


Note: “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.”

### 3. Criteria for Entry

Your child will be competing academically with all other candidates for entry to a selective entry high school. Academic merit is determined by each student’s performance on a series of tests that form the selective entry high school examination. The examination consists of six tests covering numerical reasoning, verbal reasoning, reading comprehension, mathematics, creative writing and analytical writing.

#### Student Year Level

Students who are in their second year of secondary schooling or its equivalent (usually Year 8) are eligible to apply for entry into a selective entry high school.

*Students living and studying overseas:* Students must be in their second year of high school or the equivalent. Further information can be obtained by contacting the Selective Entry Unit - [seu@edumail.vic.gov.au](mailto:seu@edumail.vic.gov.au).

#### The 5% Rule

Government policy allows for a maximum of 5% of students in Year 8 from any one school to be accepted into a selective entry high school based solely on performance in the examination each year. For each selective entry high school, 85% of the Year 9 enrolment will be filled in this manner.

Up to a further 10% of enrolments will be filled through Equity Consideration (refer to Equity Consideration below).

Up to a further 5% of the enrolment will be filled through the Principal’s Discretion category (refer to Principal’s Discretion category on page 4).

#### 3.1 Equity Consideration

Students whose parents have a Commonwealth Health Care Card or Pension Card or students who are Aboriginal or Torres Strait Islanders are eligible to apply for Equity Consideration. Up to 10% of the Year 9 enrolments at each of the selective entry high schools can be filled via this category. Eligibility for Equity Consideration will be confirmed using your and your child’s Centrelink Customer Reference Numbers which can be entered on the Application Form.

*Applying for Equity Consideration does not reduce your child’s chance of being offered a place at a selective entry high school.*

Important note regarding your Centrelink Customer Reference Number (CRN):

If you are applying for Equity Consideration entry to selective entry high schools the Application Form requests:

- The primary cardholder’s Centrelink CRN
- Your child’s Centrelink CRN
If you provide this information, you are authorising Centrelink to electronically provide the Selective Entry Unit, DEECD 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.

![Health Care Card Image]

This authority can be revoked at any time, by giving notice to the Selective Entry Unit. If you do not want Centrelink to provide your information electronically to the Selective Entry Unit but still wish to apply for Equity Consideration, you will need to provide a certified photocopy (both sides) of your Pension or Health Care Card directly to the Selective Entry Unit, DEECD. Contact details for the Selective Entry Unit are contained in “Section 7: Enquiries” of this Information Pack.

To have your Pension or Health Care Card certified, you need to take a photocopy of the card, along with the original card to an authorised person who can then certify the photocopy. To view a list of persons authorised to certify documents or witness statutory declarations please go to: http://www.justice.vic.gov.au/wps/wcm/connect/DOJ+Internet/Home/The+Justice+System/Statutory+Declarations

A Centrelink brochure provides more details about Centrelink Confirmation eServices and is available from: www.centrelink.gov.au

Please note that you must indicate whether you are applying for Equity Consideration on the online Application Form. Requests for Equity Consideration cannot be made after 18 May 2012.

3.2 Principal’s Discretion

The principal of each selective entry high school has the authority to accept up to 5% of the Year 9 enrolment through a discretionary category. Only applicants who undertook the selective entry high school examination will be considered for this category. Applicants will be notified by the individual school if they are invited to apply under the Principal’s Discretion category. Following this, applicants will then be shortlisted and interviewed by the Principal.

Please note that:

- An invitation to apply for Principal’s Discretion is **not an offer** for a place at the school.
- If you have accepted an offer at a selective entry high school on behalf of your child and you receive an offer to apply for Principal’s Discretion for a higher preference school, you are able to retain the initial offer, while the Principal’s Discretion process is undertaken.
- Processes for Principal’s Discretion may vary between selective entry high schools.

3.3 Australian Citizenship and Residency Status

Applicants must normally be Australian citizens or holders of a visa granting permanent resident status in Australia. Information on Australian citizenship is available on the Department of Immigration and Citizenship website at: www.citizenship.gov.au. Official evidence of Australian citizenship may be obtained by the issue of a Certificate of Evidence of Australian Citizenship.

Citizens of New Zealand residing in Australia are eligible to apply for entry to a selective entry high school.

Applicants who do not meet these residency requirements at the time of applying, but expect to meet them in the near future, are able to apply. Such applicants will have to show evidence that they meet all residency requirements before being offered a place.
All successful applicants will be required to show original documentation, such as a Certificate of Evidence of Australian Citizenship, birth certificates or visas, before enrolment can be finalised.

Offers or enrolments may be terminated if placement is made on the basis of false or misleading information.
4. Application Details

A centralised selection process is used to select students for entry to the four selective entry high schools. A common entrance examination for students in their second year of secondary schooling or its equivalent (usually Year 8) will be held in June 2012. Students attending government and non-government schools, as well as home-schooled students, are eligible to apply.

The application enables a maximum of three selective entry high schools to be indicated as schools you would like your child to attend. **The order of your preferences is important.**

4.1 Points to Consider before submitting an Application

**Travelling times**
Before listing any school, it is critical that you consider available transport and the time it may take to reach the school.

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

**Order of Preference**
Ensure that you consider your preferences carefully, before making your selection on the application form.

You may list one, two or three preferences. Please only list those schools your child is prepared to attend. The order in which you list those preferences matters. If your child qualifies for more than one school, you will only be offered the highest preference for which your child qualifies.

Note: The Mac. Robertson Girls’ High School (girls only) and Melbourne High School (boys only) are single sex schools. Nossal High School and Suzanne Cory High School are co-educational.

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

**Change of Preference**
If you wish to change your preference of schools you must do so in writing before **6 July 2012** by emailing the Selective Entry Unit at **seu@edumail.vic.gov.au**.

No changes of preference can be accepted after this date.

4.2 Special Arrangements for the Examination

Special arrangements for the examination may be organised for applicants who require these. Requests for special arrangements must be made at the time of application.

Note: Requests for special arrangements must be made by 18 May 2012.

4.3 Late Applications

Late applications will not be accepted.
4.4 How to Apply

1. Applications must be made online at: www.education.vic.gov.au/selentry

2. Online applications close on the 18 May 2012. An application fee of $100 is payable at time of registration. Payment is to be made online using a credit card.

3. Students who apply for entry into these schools must attend the Selective Entry School Examination on 16 June 2012.

4. Advice providing details about the examination, including date, time and location, will be provided in June 2012. If you have not received advice regarding the examination by the 11 June you should contact the Selective Entry Unit on 9014 1400 or at seu@edumail.vic.gov.au

5. You will receive advice regarding the outcome of the application on 16 August 2012.

4.5 Change of Application Details

Please inform the Selective Entry Unit by email at seu@edumail.vic.gov.au if there is a change in details such as your child’s name, postal address, email address or school. You should also inform the Selective Entry Unit if you want to withdraw your child’s application.

4.6 Withdrawal of an Application

Please note that a fee of $100 is payable at the time of application. An administration fee of $25 will be retained if an application is cancelled prior to 1 June 2012. There is no refund if an application is withdrawn after 1 June 2012.

An administration fee of $25 will be retained if an incorrect application is submitted (e.g., the student is ineligible to apply).

Note: Changes of application details must be made in writing and will not be accepted over the telephone.

4.7 Communication

The Selective Entry Unit will provide information on applications, outcomes and offers by email or SMS technology to mobile phones.

You must contact the Selective Entry Unit if you change your mobile phone number, email address or no longer have email access. This is particularly important if you have provided a work email address and you then change your place of employment.

It is your responsibility to monitor the receipt of emails at critical times such as the fortnight before the examination and when outcomes and offers are due to be communicated.

All correspondence and telephone advice is provided to the person identified as the parent in the online application form. Information will only be provided to the person who is listed on the application form as a parent.

Irrespective of whether or not a parent wishes to keep application information confidential from another parent or interested person, DEECD will provide the information wherever it has a legal obligation to do so where the person requesting the information is entitled to access such information.
The Selective Entry High Schools examination will be conducted on Saturday 16 June 2012. The examination will be held at the Royal Exhibition Building, Carlton Gardens, Carlton, Victoria. You will receive information regarding the examination by 11 June 2012.

Students are required to bring photo identification to the examination. Examples of photo identification include:

- Student card issued by the candidate’s current school
- Current student travel card
- A recent class photograph with the student and his/her name clearly shown
- Passport (recent)
- Current library card (with photograph)
- A photo that has been signed by the student’s school and has the school stamp.

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

A fee of $100 is payable at the time of application. An administration fee of $25 will be retained if an application is cancelled prior to the examination date. There is no refund after the examination has been conducted.

Students unable to sit the examination because they are studying and living interstate or overseas should contact the Selective Entry Unit. Further details of interstate/overseas procedures are given below. Please note the remote sitting service incurs additional fees.

Students who miss the examination through illness or misadventure may be considered through the illness/misadventure process. Information about the illness or misadventure process is detailed below.

The examination is a secure examination and as such no specific results, access to the tests or individual scores are available after the examination.

**Sample test papers**

These papers are designed to assist applicants who wish to become familiar with the Selective Entry High School tests. The examination consists of six tests covering reading, writing, mathematics and general ability. Sample practice tests are available at: [www.education.vic.gov.au/selentry](http://www.education.vic.gov.au/selentry)

**5.1 Illness or Misadventure**

If illness or misadventure prevents your child from taking the examination on the 16 June 2012, you should complete the illness/misadventure form available from: [www.education.vic.gov.au/selentry](http://www.education.vic.gov.au/selentry)

The completed form must be returned to the Selective Entry Unit by 22 June 2012.

**5.2 Special Consideration**

If your child's examination performance may have been affected by illness, injury or personal trauma on the day of the examination, you should complete the special consideration form available on this website.

The completed form should be returned to the Selective Entry Unit by the 22 June 2012.

**5.3 Remote Sitting**

Students unable to sit the examination because they are studying and living interstate or overseas should contact the Selective Entry Unit. Please note the remote sitting service incurs additional fees.
6. Outcome of Application

6.1 Outcome letters

The Selective Entry Unit will email advice on 16 August 2012 informing you whether your child has been offered a place at a Selective Entry High School or has been unsuccessful.

A report outlining your child’s performance in the Entrance Examination will be emailed to you on 31 August 2012. Please note that the selective entry examination is designed to identify high achieving students and results from the examination should not be compared to any other test (e.g., NAPLAN).

6.2 Response to offers

All offers will be sent via email and will contain instructions on how to accept the offer by the closing date provided. You must respond to the Selective Entry Unit and not to individual schools. Please note that if you decline the offer on behalf of your child or do not respond by the closing date, the offer will go to another student.

Parents will have one week to respond to offers sent on 16 August 2012. Please note that extensions cannot be granted and that decisions regarding the suitability of the school (e.g., in regards to travel and curriculum) should be made at the time of application.

Note: While offers can be accepted, enrolments will not be finalised until after the official “Application to Enrol” form has been processed by the individual school.

6.3 Acknowledgement of response

Whether you accept or decline an offer on behalf of your child, you will be sent (via email) an acknowledgement confirming your decision. If this confirmation is not received within 24 hours you should contact the Selective Entry Unit.

6.4 Withdrawal of offers

Offers will be withdrawn if it is found that students do not satisfy all the eligibility requirements. Offers or enrolments may be terminated if placement is made on the basis of false or misleading information.

Note: Offers will lapse if the Selective Entry Unit is unable to contact the applicant to make an offer, or determine the response.

Parents who wish to withdraw from an offer that they previously accepted, should notify the Selective Entry Unit and not individual schools.

6.5 Late offers

Parents may be contacted in the event that a vacancy arises at any of the schools that were on the applicant’s original preference list. This would include:
- an applicant who was previously unsuccessful in being offered a place at a Selective Entry High School;
- an applicant who is eligible to receive an offer for a higher preference school.

Note: After Monday 3 December 2012 no further offers will be made to students who have already accepted a place at a selective entry high school.
7. Enquiries

Enquiries can be directed to the Selective Entry Unit at:

Selective Entry Unit
Department of Education and Early Childhood Development
Email: seu@edumail.vic.gov.au
Telephone: 03 9014 1400
Postal address: PO Box 5323, South Melbourne, 3205.

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

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