

2024 Year 9 Entry to Victoria's Selective Entry High Schools Information Pack

Contents

2024 YEAR 9 ENTRY TO SELECTIVE ENTRY HIGH SCHOOLS	4
Introduction	4
Important dates 2023	4
Application process.....	5
Eligibility	5
How to apply	5
Application fees.....	6
Order of preference.....	6
Application enquiries.....	6
Changing an application	6
Examination	7
Examination format.....	7
Proof of identity	8
Special arrangements	8
Requests to sit the examination remotely.....	9
Illness or misadventure	9
Examination results.....	10
Selection and offers process	11
Equity consideration category.....	12
Principal’s discretion category	12
Offers process.....	13
Notifying a child’s current school	13
Finalising enrolment.....	13
Enrolling at a Selective Entry High School.....	13
Enquiries and further information.....	13
Privacy Policy.....	14
Attachment 1 – School Locations	15
Attachment 2 – Evidence of Low Income.....	16

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Department
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2024 YEAR 9 ENTRY TO SELECTIVE ENTRY HIGH SCHOOLS

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 single-sex and two co-educational:

- **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 is conducted for students in Year 8 to select students for the following year to commence in Year 9 at the Selective Entry High Schools. There are approximately 1,000 places offered for Year 9 entry across the four Selective Entry High Schools.

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.

The Australian Council for Educational Research (ACER) administers the centralised selection process on behalf of the Department of Education.

Important dates 2023

• Applications open	2 March
• Last day to request special arrangements	2 June
• Last day to change preferences	2 June
• Applications close	2 June
• Advice sent to parents on examination arrangements	27 June
• Selective Entry High School Examination	15 July
• Offers process	August - October
• Examination outcome reports sent to parents	September

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'.

Application process

Eligibility

To be eligible to apply for and attend a Selective Entry High School, candidates must be in their second year of secondary schooling, 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 citizenship or visa criteria by the time offers are made.

Students attending government and non-government schools, as well as home-schooled students, are eligible to apply. Victorian students who are home-schooled will need to supply their home-school registration letter provided by the Victorian Registration and Qualifications Authority to the ACER support team. This must be uploaded into the special arrangements tab of the application portal after completing the application.

The eligibility criteria apply to students living in Victoria, interstate or overseas.

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

Candidates 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 to complete enrolment. Offers **will be withdrawn** if eligibility requirements for enrolment are not met.

An administration fee of \$45 will be retained if an application is submitted and the student is ineligible to apply.

How to apply

All applications must be made online at: <https://vic.registration.selectiveentry.acer.org>

The application portal can also be accessed through the selective entry website: <https://selectiveentry.acer.org/vic>

Further information about Selective Entry High Schools is available at: <https://www.vic.gov.au/selective-entry-high-schools>

Applications close on **Friday 2 June 2023**.

Late applications will be accepted up until **Friday 16 June 2023** subject to the payment of the late fee rate of \$195. Applications that are submitted after this date cannot be accepted.

Please ensure the email address you provide is one that is monitored regularly as this will be the main communication channel regarding your application.

Application fees

An application fee of \$160 is payable at the time of application. Payment is made online.

Applications are free for low-income² or Aboriginal and Torres Strait Islander families. If applying as low-income, candidates must enter the primary cardholder and candidate's Centrelink Customer Reference Number (CRN) on the application. Further details on supporting evidence regarding low income are provided in **Attachment 2**.

If a candidate's eligibility to have the fee waived cannot be confirmed, candidates will be required to pay the application fee.

The late fee rate is \$195 between **Saturday 3 June 2023** and **Friday 16 June 2023**.

Order of preference

Parents/carers 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, you may choose to only list one or two schools.

Parents/carers 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 candidate qualifies for more than one school, they will only be offered the highest preference for which they qualify.

Offers for one Selective Entry High School are not transferable to another Selective Entry High School.

Application enquiries

Advice can only be provided to the person(s) identified as the registered parent or carer on the online application form.

Parents/carers will receive a unique SEHS Candidate Number for the Selective Entry High School examination. Parents/carers will need to quote this number or provide other identifying information to discuss individual candidate details on the phone with the ACER support team. Parents/carers who cannot provide adequate identifying information on request will need to submit their enquiry via email to sehs@acer.org using the email address that is linked to the application.

Changing an application

Registered parents/carers can change their contact details (including mobile phone number and email address), school preference and current school using the application portal. This is particularly important if a work email address has been provided and the place of employment changes.

Please note that changes will not be accepted over the phone. Changes to preferences must be made by **2 June 2023**. Changes of preference cannot be accepted after this date.

Parents/carers can withdraw their application at any time. An administration fee of \$45 will be retained if an application is withdrawn prior to **Friday 2 June 2023**. There is no refund if an application is withdrawn after this date.

If you have any difficulties making changes to your application, please contact the ACER support team.

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

Examination

The Selective Entry High School examination will take place on **Saturday 15 July 2023** across multiple locations in Melbourne.

All candidates will be allocated a venue to sit the exam.

Venue allocation will be based on the location of your child's school. It will not be negotiable and will not impact the results or your child's selection.

Advice regarding the examination, including date, time and location will be provided to applicants on **Tuesday 27 June 2023** via the application portal. This information will also be sent via email.

If this advice has not been received by Monday 03 July 2023, contact the ACER support team on (03) 9277 5270 or by email at sehs@acer.org.

Examination format

The SEHS entrance exam is a written assessment, designed to test ability rather than achievement and will include a focus on higher order thinking skills.

The required knowledge in any section will not exceed that found in the Year 8 curriculum.

The SEHS entrance exam will take approximately three hours to complete and include:

1. Reasoning – Reading
2. Reasoning – Mathematics

Short break (Approx. 20 min)

3. General Ability – Verbal
4. General Ability – Quantitative

Short break (Approx. 5 min)

5. Writing

It will contain a series of tests including multiple choice questions and written tasks.

Reasoning tasks in Reading and Mathematics assess a student's ability to use their life and academic knowledge and skills and apply them to problems and tasks using the information provided in the task.

General ability tasks assess a student's ability to learn in each of the tested areas by allowing the student to demonstrate their higher order thinking and problem-solving skills.

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

Please visit ACER's selective entry website: <https://selectiveentry.acer.org/vic> for more information about the exam.

Proof of identity

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

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

- student card issued by the candidate's current school
- student travel card
- class photograph (with the candidate 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 candidate's current school
- a certified copy of a photograph that details the candidate'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>).

Special arrangements

Special arrangements for the examination (e.g. wheelchair access, materials for visually impaired candidates) may be organised as required. Requests for special arrangements must be made by **Friday 2 June 2023** in the application portal.

Once an application for the exam has been submitted, the 'special arrangements' submission will be available within the portal. To request arrangements, complete the form, provide relevant evidence by photographing or scanning documentation and upload to the portal. The ACER support team will contact you to advise you of the status of the request or if further information is required.

If a candidate is unable to sit the exam on Saturday 15 July 2023 for religious reasons, an application for special arrangements must be made in the application portal by Friday 2 June 2023. Evidence to verify the claim, such as a supporting statement from a religious leader or a community referee, must be supplied with the application portal.

If this claim is accepted, the candidate will be able to undertake the examination on a designated alternative date.

Requests for special arrangements following **Friday 2 June 2023** cannot be accommodated.

Requests to sit the examination remotely

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

1. Candidates who are eligible to apply for entry into a Victorian Selective Entry High School who are currently living and studying interstate or overseas
2. Candidates 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.

Candidates must provide suitable evidence from the exchange program, official organising body or workplace. Documentation can be securely uploaded to the application portal after application is complete. Use the 'special arrangements' tab to access the document upload function.

Requests to sit the examination interstate or overseas must be made by the application closing date **Friday 2 June 2023** within the application portal and at the time of application. Late applications to sit remotely can only be accepted until **Friday 16 June 2023** and will incur a late fee.

The request must include documentation from the candidate's current school principal that verifies the candidate's:

- name
- enrolment status
- date of enrolment at the school
- current year level at the school (noting that this may differ to those in Australian schools).

ACER 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 candidate must be supervised by a representative of an approved invigilating organisation.

Additional charges apply to remote sittings, as follows:

- \$200 remote sitting fee (in addition to the application fee)
- any costs by the approved invigilating organisation for their services – paid directly by the parent/carer to invigilating organisation

The ACER support team will liaise with the approved invigilation organisation regarding the requirements for the examination.

Illness or misadventure

Candidates who are unwell on the day of the exam on Saturday 15 July 2023 **should not** attend the exam. If a candidate is affected by illness or misadventure (e.g. injury or personal trauma) during or at the exam and their performance may have been affected, parents/carers may apply for the candidate to re-sit the exam. If the application is approved, the candidate will be eligible to re-sit the exam on a designated alternative date.

To apply, parents must:

- complete the Illness/Misadventure Preventing Attendance Form online through the application portal and attach 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.

Both the Illness/Misadventure Preventing Attendance Form and all required supporting documentation must be uploaded to the application portal by **Tuesday 18 July 2023**.

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

Illness/Misadventure Preventing Attendance Forms received after **Tuesday 18 July 2023** will not be considered.

Candidates cannot submit an Illness/Misadventure Form because of:

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

The ACER support team will notify candidates of the outcome of their application. If the application is approved, parents/carers will receive details of the date and arrangements for the candidate to re-sit the exam at a designated alternative sitting.

Examination results

A report outlining each candidate's performance in the examination will be emailed to parents in September 2023.

To maintain the security of the exam, access to the tests or individual scores after the examination is not permitted. The exam is designed to identify high-achieving candidates and examination results are not necessarily directly comparable to any other test (e.g. NAPLAN).

Selection and offers process

Only candidates who sit the examination are eligible for selection to the Selective Entry High Schools. Candidates are selected based on a competitive examination and in accordance with the selection policy. Offers are made against the following three categories:

1. Standard offers – at least 85% of offers are based on score and rank from the examination only.
2. Equity consideration – up to 10% of offers are made to candidates who meet this category (e.g. Aboriginal or Torres Strait Islander, hold a health care or pensioner card).
3. Principal discretion – up to 5% of enrolments can be made under the principal’s discretion category.

In addition to performance on the exam, a cap applies which limits the number of offers that can be made to candidates from a single source school. A source school is the school the candidate attends in Year 8. Candidates enrolled in home-school, an interstate or overseas school are treated as discrete school cohorts, with a cap on the places on offer.

The caps policy means that no more than 4% of students are offered ‘standard’ or ‘principal discretion’ places at Selective Entry High Schools from a single source school (excluding P-9 schools). For schools that are Prep to Year 9 only, a 10% cap applies.

To implement the caps that apply to source schools in a way that is fair to both schools and students, a standard approach for rounding is used. Consequently, in some years offers may be slightly over or below 4%.

The equity consideration category is not subject to the source school cap policy.

The principal’s discretion category offers are released after the initial round of standard offers and can only be provided when the cap from any one source school has not been reached.

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

For school Example P-9 School, these numbers reflect a possible outcome and not the maximum numbers. There are 50 students enrolled in Year 8 at this school, the 10% rule means that 5 students may be offered a place. However, in this example, 4 students are offered a standard place, while one student is offered a principal’s discretion category offer. This means that no more than 10% of students have been offered a place across the standard offering and the principal’s discretion category. The equity offer remains unaffected as it does for ABC High School.

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 candidates who have listed the school as their first preference.

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

Equity consideration category

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

Candidates 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) and/or
- identify as an Aboriginal or Torres Strait Islander person.

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

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 cap of students from any single school.

Principals from each Selective Entry High School identify from the examination results those candidates who they wish to invite to submit an application under the principal's discretion category. Principals may also consider a range of other factors such as candidates' preferred school, gender, twins or siblings of candidates. 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. Principals will shortlist and interview candidates from the applications received and make offers directly to candidates.

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

The application process for the principal discretion category varies across each school, however candidates may be requested to provide academic results, a personal response for wanting to join the school, an overview of academic and co-curricular achievements, and/or consideration of compassionate factors. The decision of the principal is final and is not subject to appeal.

Offers process

Most places (around 90%) in Selective Entry High Schools are secured through the first round. A small number of places are offered in future rounds.

The first round of offers will be sent via email in **August 2023**. Parents/carers may also receive a text message notification when offers are available if a valid mobile phone number has been supplied within the application. Parents/carers 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 candidate. **Extensions to the offer deadline cannot be granted.**

A candidate may secure a place through a later round. A candidate already offered a place may also receive an offer in a later round for a higher preference school. The offers process may continue until Term 4, depending on availability of places at the Selective Entry High Schools.

Following the formal offers process, any late offers will be filled based on a combination of factors including: candidate's school preferences, ranking and gender balance of the school.

Parents/carers will receive a receipt of accepting or declining the offer within 24 hours – parents/carers should contact sehs@acer.org if they do not receive confirmation within this timeframe.

If a candidate qualifies for more than one school, the candidate will only be offered their highest preference. Candidates cannot choose from their preferences or transfer an offer. Parents/carers who wish to withdraw from an offer that they previously accepted, should notify ACER by email at sehs@acer.org and not the individual schools.

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

Notifying a child's current school

Parents/carers 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 students that have accepted offers by the Department of Education, with a final list provided at the conclusion of the process.

Finalising enrolment

Enrolling at a Selective Entry High School

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

A candidate'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 candidates do not satisfy all the eligibility requirements, or the offer has been made on the basis of false or misleading information.

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 sehs@acer.org or by phone on (03) 9277 5270.

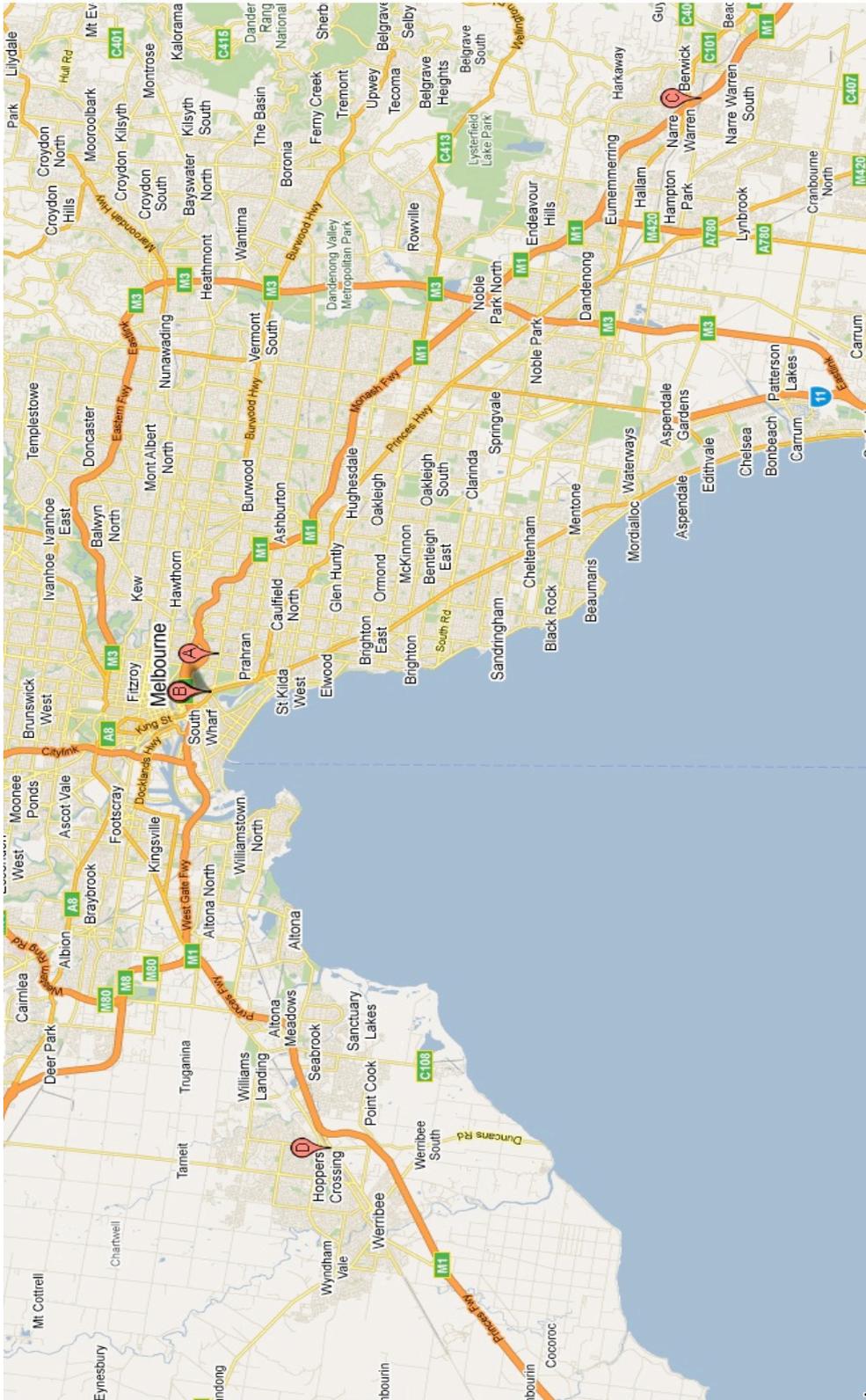
Further information on the Selective Entry High Schools and the application process can be found on the Department of Education website: <https://www.vic.gov.au/selective-entry-high-schools> and ACER's website: <https://selectiveentry.acer.org/vic>

Privacy Policy

Irrespective of whether or not a parent wishes to keep application information confidential from another parent or interested person, the Department of Education will provide information where it has a legal obligation to do so. A copy of the Department of Education's privacy policy can be found on the Department of Education website:

www.education.vic.gov.au/pages/privacypolicy.aspx#link94

Attachment 1 – School Locations



Selective Entry High Schools

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

Attachment 2 – Evidence of Low Income

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

Sample Health Care Card



Please note: If you provide this information, you are authorising Centrelink to electronically provide ACER 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 candidate'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>