

STATEWIDE YEAR 6 TO 7 PLACEMENT TIMELINE 2025-26 – FOR YEAR 7 PLACEMENT IN 2026

2025 Dates	Activity	Responsible Party
Term 1: Tuesday 28 January 2025 – Friday 4 April 2025		
from 3 February 2025	Schools promote secondary school tours to parents/carers of Year 6 students.	Primary Secondary
by Friday 4 April 2025	Department of Education (DE) releases the 2025-26 information packs and school zones go live.	DE – Central
Term 2: Tuesday 22 April 2025 – Friday 4 July 2025		
by Thursday 24 April 2025	Primary schools distribute the Year 6 to 7 Placement Information Pack 2025-26 to all families of Year 6 students.	Primary
by Friday 2 May 2025	DE notifies secondary schools if they are going to receive an enrolment restriction via an Enrolment Management Implementation Plan for the 2026 school year.	DE – Regions
by Friday 9 May 2025	Parents/carers submit the Application for Year 7 Placement 2026 to primary schools.	Parents/carers
by Tuesday 20 May 2025	Using the <i>Placement Requests Summary</i> , primary schools send all initial placement requests (first preferences) to each relevant secondary school. Copies of the <i>Application for Year 7 Placement 2026</i> forms should be attached to the summary.	Primary
by Wednesday 4 June 2025	Using the <i>Non-Placement Confirmation Summary</i> , secondary schools advise primary schools of any unsuccessful initial placement requests (first round preferences).	Secondary
from Thursday 5 June 2025	Where placement requests are unsuccessful, primary schools submit the <i>Placement Requests Summary</i> to each relevant secondary school (second then third preferences) until the student is placed. If a student is not placed at any of their preferred schools, the primary school must send the <i>Placement Requests Summary</i> to the student's designated neighbourhood school.	Primary
by Wednesday 18 June 2025	Using the <i>Placement Confirmation Summary</i> , secondary schools notify primary schools of the names of all students (first, second and third preference rounds) accepted into Year 7 for 2026.	Secondary
Tuesday 1 July 2025	Using the <i>Placement Notification Template</i> , primary schools inform parents/carers of their child's Year 7 placement offer for the 2026 school year. The <i>Year 7 Placement Acceptance Slip</i> must be included and, where relevant, the <i>Appeal Form</i> .	Primary
from Wednesday 2 July 2025	Secondary schools may commence distributing transition and orientation information to parents/carers of students who have a Year 7 placement offer for 2026.	Secondary
Term 3: Monday 21 July 2025 – Friday 19 September 2025		
Friday 25 July 2025	Closing date for parents/carers to lodge a written appeal with their preferred secondary school.	Parents/carers
by Tuesday 5 August 2025	Using the applicable <i>Appeal Outcome Template</i> , secondary schools notify parents/carers of the outcome of their appeal.	Secondary
by Tuesday 12 August 2025	Parents/carers return their Year 7 Placement Acceptance Slip to their child's primary school.	Parents/carers
Tuesday 19 August 2025	Closing date for parents/carers to lodge a written appeal with the applicable Regional Director, where they have been unsuccessful with their appeal to their preferred secondary school.	Parents/carers
by Thursday 21 August 2025	Primary schools send the updated <i>Placement Confirmation Summary</i> back to secondary schools.	Primary
from end of August 2025	Primary schools may commence transferring student information for all students who have accepted their Year 7 placement.	Primary
Term 4: Monday 6 October 2025 – Friday 19 December 2025		
by Friday 10 October 2025	Regions notify parents/carers in writing of the outcome of the Regional Director appeal. This only applies to appeals received by the closing date.	DE – Regions
by Tuesday 14 October 2025	Parents/carers who had indicated an intention to appeal to the Regional Director must submit an updated <i>Year 7 Placement Acceptance Slip</i> to their child's primary school to finalise their enrolment.	Parents/carers
by Friday 31 October 2025	Primary schools must send a revised <i>Placement Confirmation Summary</i> to relevant secondary schools where parents/carers had indicated their intention to appeal.	Primary
Tuesday 9 December 2025	Secondary schools host an Orientation Day for Year 6 students.	Secondary

PROCEDURAL INFORMATION

Schools must:

- offer placement to students who live in the school zone.
- offer placement to out-of-zone students if they have sufficient accommodation. If schools have limited places, they must prioritise enrolment of siblings and students who live nearest the school in accordance with the department's priority order of placement.
- use forms and templates supplied by the department in the 2025-26 Placement Information Pack for Schools.
- share student information after offers are accepted by parents/carers in August and prior to orientation day in December.

Schools must not:

- communicate with parents/carers regarding the status or outcome of placement applications prior to Tuesday 1 July 2025.
- undertake testing or hold interviews with prospective families before Wednesday 2 July 2025.

Victorian government primary schools manage the Year 7 placement process for their current Year 6 students. Primary schools must ensure that all Year 6 students have a confirmed destination (new secondary school) for Year 7 before the end of the school year.

Application for Year 7 placement

All families with Year 6 students at government schools must complete and return the *Application for Year 7 Placement 2026*.

Primary schools are responsible for checking that:

- the information supplied by the parent/carer in the *Application for Year 7 Placement 2026* is accurate and complete
- address details on the application form reflects information in CASES21
- the secondary school preference/s of the parents/carers are clear.

If the *Application for Year 7 Placement 2026* is not submitted, primary school staff should:

- take reasonable steps to contact the parent/carer and notify them that the student's name will be given to their designated neighbourhood school should no application form be submitted by 20 May 2025
- document the steps taken to give parents/carers the opportunity to submit the application form
- add the student's name to the *Placement Requests Summary* for their designated neighbourhood school with a note that the application form was not returned
- inform the parent/carer in writing that this action has been taken.

Placement offers

Secondary schools must follow the department's [Placement Policy](#) and their Enrolment Management Implementation Plan should they have one for the 2026 school year.

Secondary schools offering specific in-school curriculum/artistic/sporting/leadership programs must communicate to prospective families that the school cannot reserve, nor prioritise, Year 7 placements based on anticipated test results.

Non-placement at preferred school

Primary schools must provide parents/carers with a copy of the *Appeal Form* when students are not offered a place at their first preference school.

For guidance on the appeal process, refer to [Appealing enrolment decisions](#) and consult the statewide timeline for relevant closing dates.

Year 7 acceptance

All families must return the *Year 7 Placement Acceptance Slip* to their primary school. This includes students who will be attending a non-government school or where the family has lodged an appeal.

Primary schools are required to take reasonable steps to follow up with parents/carers to confirm their child's Year 7 placement for 2026. If these attempts are unsuccessful, staff must advise the family, in writing, that their enrolment information will be shared with their designated neighbourhood school by 31 October 2025.

Determining permanent residence

Schools must follow the department's guidance on [Determining permanent residence](#) when verifying a student's address.

Prior to a Year 7 placement offer being made, any questions about validating a student's permanent residence should be directed to the student's primary school. After placements are offered on 1 July 2025, secondary schools can verify this information directly with parents/carers.

Transfer of student information

Student information must be shared between the primary and confirmed secondary school. The [CASES21 student data transfer](#) process is used to share student enrolment details including personal and health information.

Other transition information includes achievement, foreseeable risk and wellbeing information (refer to [Primary to Secondary School Transition Policy](#)).

Late applications

Primary schools must continue to manage late applications until the end of the school year, including those from families who move permanent residence and have a change of preference to align with their new school zone.

Secondary schools must continue to review and offer placement to late applications from students residing within their school zone. Where a school can accept all students who seek entry, placement should be offered to students residing outside of the school zone.

Families cannot reapply for enrolment at a school they have previously applied to, except through the appeals process.

Record keeping

All electronic or hardcopy forms must be retained securely by primary and secondary schools for a minimum of 7 years in accordance with record keeping standards.

Students at non-government primary schools

Families of Year 6 students at non-government schools may approach secondary schools directly if their child's primary school is not supporting the statewide placement process. Non-government families must still use the *Application for Year 7 Placement 2026*.

For direct submissions from these families, secondary schools must acknowledge receipt of the application form and advise families, in writing, that if their child is not successful in gaining a Year 7 placement at their preference/s, their form will be forwarded to their designated neighbourhood school. Placement offers must be made on 1 July 2025, in accordance with the statewide timeline.

International students

Fee-paying international students who hold a subclass 500 student visa (in their own name) may only attend accredited government schools. These students should submit a new student application at www.study.vic.gov.au. They must not use the *Application for Year 7 Placement 2026*. The International Education Division will manage the enrolment of these students through the International Student Program process.

Other international students (such as those holding a dependant or temporary visa) are legally entitled to enrol at their designated neighbourhood school and should follow the same placement process as local students.