

THE UNIVERSITY HIGH SCHOOL APPLICATION PROCEDURE AND SELECTION CRITERIA FOR STUDENTS WHO WILL BE IN MAINSTREAM YEAR 7 IN 2010

APPLICATION PROCEDURE FOR STUDENTS IN GRADE 6 IN A GOVERNMENT PRIMARY SCHOOL ONLY.

- Around mid April, 2009, the Principals of Government Primary Schools will distribute to all families of students in Government Primary Schools the 'Post-Primary Priority Placement Form of the Western Region of the Department of Education'.
- Parents are required to complete the form and return it in May to the Principal of the Government Primary School. This form serves to 'track' the progress of a student's application in accordance with the expression of preference (priority) listed on the form.
- Parents who place The University High School as their first preference must also complete The University High School Supplementary Application Form which will be available from the Principals of North Melbourne Primary School, Carlton Primary School and Carlton Gardens Primary School.

OR

Directly from The University High School, phone 9347 2022 and request the Year 7 Supplementary Application Form or it can be downloaded from the School's website: www.unihigh.vic.edu.au

The Supplementary Application Form must be returned directly to The University High School. The information is used to assess applications against the published selection criteria listed below.

THE UNIVERSITY HIGH SCHOOL SUPPLEMENTARY APPLICATION FORM MUST BE RETURNED TO THE UNIVERSITY HIGH SCHOOL BY THE BEGINNING OF JUNE.

- Applications will be processed using the Priority Placement Form and the Supplementary Application Form. The Principals of Government Primary Schools will inform parents directly of the outcome in August, 2009.

APPLICATION PROCEDURE FOR STUDENTS IN A CATHOLIC PRIMARY SCHOOL AND OTHER INDEPENDENT PRIMARY SCHOOL ONLY.

- During April and May, 2009 parents of students at Catholic and other Independent Primary Schools can apply for a place at The University High School by completing The University High School Supplementary Application Form and returning it to The University High School by the beginning of June 2009.
- The University High School Supplementary Application Form will be available directly from The University High School (phone 9347 2022) or from the School's website: www.unihigh.vic.edu.au

Note: *The application form is not normally available from Catholic or other Independent Schools.*

- Parents of children in Catholic and other Independent Schools will be advised directly of the outcome of their application in August, 2009.

FOR YEAR 7 MAINSTREAM APPLICATIONS

Selection Criteria

1. Students for whom this is the nearest Government School to the true and permanent place of address of the student's custodial parent or legal guardian. Documentary proof is required. Further details of the residential criteria are included in the Supplementary Application Form.
2. Siblings of currently enrolled students who will continue as students at The University High School in 2010. Places will be offered based on availability and proximity of permanent residence to the School and other personal and curriculum needs.
3. Students seeking enrolment on specific curriculum grounds (eg prior learning of an orchestral instrument; and/or a foreign language offered at The University High School).

The Enrolment Committee may wish to interview applicants, seek referee statements from the current school and/or read the reports from the school currently attending. The head of Music may arrange for Curriculum (music) applicants to be auditioned.

Grounds for Review

If the parents of a student who is not offered a place wishes to have the decision reviewed they may apply by writing a formal letter to the principal seeking such a review. In fairness to all other applicants, new evidence of a Curriculum Claim cannot be considered. An application for review will be considered on the following grounds:

- That the selection procedures were not followed
- That the Enrolment Committee did not consider the evidence previously provided

Upon receipt of the request for review, the Appeal Committee will consider the evidence and review the enrolment. A written response will be forwarded promptly. The decision of this Review Committee will be final.

The School reserves the right to withdraw an offer of a place if the circumstances of the applicant change and/or information provided in the application was false or misleading.

Availability of the full Enrolment Policies and Procedures

The information above is a simplified extract of the School's Enrolment Policy and Procedures. The full Policy Statement can be obtained on The University High School website: www.unihigh.vic.edu.au