

# Information about applying for Year 5 entry to an opportunity class in

# 2019

(Parents must agree to read this document before submitting an online application)

## Thinking of applying for Year 5 entry to an opportunity class in 2019?

You must apply online at  
[https://education.nsw.gov.au/public-schools/  
selective-high-schools-and-opportunity-  
classes/year-5](https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5)



### Key dates

#### Tuesday 1 May 2018

Application website opens

#### Friday 18 May 2018

Application website closes

Late applications will not be accepted.

#### Wednesday 18 July 2018

Test authority advice sent to all applicants

#### Wednesday 1 August 2018

Opportunity Class Placement Test

#### Mid-October 2018

Placement outcome information

### Application information should be read carefully before applying.

It is on the website at:

[https://education.nsw.gov.au/public-schools/  
selective-high-schools-and-opportunity-classes/  
year-5](https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5) .

**Note:** The information in this document is available in an accessible format on the website.

**Parents\* should check this website regularly for updates all the way through the application and placement process. Please check the website and Facebook for up to date information before you contact the Unit.**

The opportunity class placement process for Year 5 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

**Website:** <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5>

**Facebook:** <https://www.facebook.com/Opportunityclassplacement>

<sup>^</sup> In this document, the High Performing Students Unit is 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'.

A list of the primary schools with opportunity classes is shown on page 2 of this document.

## Public schools with Year 5 opportunity classes in 2019

You may choose up to two opportunity classes in order of preference.

OC code	School	OC code	School	OC code	School
ACP	ARMIDALE CITY Faulkner St, Armidale	ERM	ERMINGTON Winbourne St, West Ryde	POR	PORT MACQUARIE Grant St, Port Macquarie
ALX	ALEXANDRIA PARK + Park Rd, Alexandria	GEO	GEORGES HALL Pennington Ave, Georges Hall	QUA	QUAKERS HILL Medlow Dr, Quakers Hill
ALS	ALSTONVILLE Main St, Alstonville	GOO	GOONELLABAH Ballina Rd, Goonellabah	QUE	QUEANBEYAN SOUTH Cameron Rd, Queanbeyan
ART	ARTARMON McMillan Rd, Artarmon	GSF	GOSFORD Faunce St West, West Gosford	RIC	RICHMOND Windsor St, Richmond
ASH	ASHFIELD Liverpool Rd, Ashfield	GOU	GOULBURN WEST Combermere St, Goulburn	RUT	RUTHERFORD Weblands St, Rutherford
BGH	BALGOWLAH HEIGHTS Lewis St, Balgowlah Heights	GRE	GREENACRE Waterloo Rd, Greenacre	RDE	RYDE Pope St, Ryde
BLM	BALMAIN Eaton St, Balmain	GRY	GREYSTANES Merrylands Rd, Greystanes	SMI	SMITHFIELD O'Connell St, Smithfield
BHW	BATHURST WEST Suttor St, Bathurst	HAR	HARRINGTON STREET Harrington St, Cabramatta	SOL	SOLDIERS POINT Cromarty Rd, Soldiers Point
BEE	BEECROFT Beecroft Rd, Beecroft	HOL	HOLSWORTHY Infantry Pde, Holsworthy	GTS	SOUTH GRAFTON Vere St, South Grafton
BIR	BIRABAN Beckley St, Toronto	HUR	HURSTVILLE Forest Rd, Hurstville	STA	ST ANDREWS Ballantrae Dr, St Andrews
BTS	BLACKTOWN SOUTH Flushcombe Rd, Blacktown	ILL	ILLAROO ROAD Illaroo Rd, Nowra	STJ	ST JOHNS PARK Sandringham St, St Johns Park
BCS	BLAXCELL STREET Blaxcell St, Granville	IBR	IRONBARK RIDGE Ironbark Ridge Rd, Rouse Hill	STU	STURT White Ave, Wagga Wagga
BXE	BLAXLAND EAST Old Bathurst Rd, East Blaxland	JEW	JEWELLS Lepton Pde, Jewells	SUM	SUMMER HILL Moonbie St, Summer Hill
BRA	BRADBURY Jacaranda Ave, Bradbury	KIN	KINGSWOOD Second Ave, Kingswood	SUT	SUTHERLAND Eton St, Sutherland
CAM	CAMDEN SOUTH Old Hume Hwy, Camden South	LEU	LEUMEAH Burrendong Rd, Leumeah	TAH	TAHMOOR Bronzewing St, Tahmoor
CBN	CARINGBAH NORTH Cawarra Rd, Caringbah	LIT	LITHGOW Mort St, Lithgow	TAM	TAMWORTH Napier St, Tamworth
CAS	CASULA De Meyrick Ave, Casula	MAR	MARYLAND John T Bell Dr, Maryland, Newcastle	TAS	TAMWORTH SOUTH Petra Ave, Tamworth
CES	CESSNOCK WEST Cnr Campbell St and Wollombi Rd, Cessnock	MAT	MATTHEW PEARCE Astoria Park Rd, Baulkham Hills	TIG	TIGHES HILL Elizabeth St, Tighes Hill
CHW	CHATSWOOD Centennial Ave, Chatswood	MON	MONA VALE Waratah St, Mona Vale	TOO	TOORMINA Cavanba Rd, Toormina
COL	COLYTON Nelson St, Mount Druitt	MOR	MOREE Albert St, Moree	WAI	WAITARA Edgeworth David Ave, Wahroonga
COO	COONABARABRAN Newell Hwy, Coonabarabran	NEU	NEUTRAL BAY Ben Boyd Rd, Neutral Bay	WEN	WENTWORTH FALLS Falls Rd, Wentworth Falls
CUD	CUDEGONG VALLEY Madeira Rd, Mudgee	NEW	NEWBRIDGE HEIGHTS Cnr Lewin & Magree Cres, Chipping Norton	WIL	WILKINS Park Rd, Marrickville
DUB	DUBBO WEST East St, Dubbo	NLS	NEW LAMBTON SOUTH St James Rd, New Lambton	WOL	WOLLONGONG Church St, Wollongong
DUR	DURAL Old Northern Rd, Dural	NOR	NORTH ROCKS North Rocks Rd, North Rocks	WOO	WOOLLAHRA Forth St, Woollahra
EAR	EARLWOOD Homer St, Earlwood	PIC	PICNIC POINT Prince & Thomas St, Picnic Point	WYO	WYONG Cutler Dr, Wyong

+ Places are reserved for Aboriginal<sup>#</sup> students.

2 # In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander students.

## What are opportunity classes?

Opportunity classes cater for highly achieving Year 5 and Year 6 academically gifted students who may otherwise be without classmates at their own academic and social level. These classes help gifted and talented students to learn by grouping them with other gifted and talented students, teaching them in specialised ways and providing educational materials at the appropriate level.

Parents normally apply when students are in Year 4. Students who are placed then attend the opportunity class full time in Years 5 and 6 at the primary school with an opportunity class. It is a two-year placement program. In the majority of cases, students who accept a place in an opportunity class will leave their current school to attend the school with an opportunity class. There is no provision to apply for Year 6 placement only.

For further information in other languages see:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/opportunity-class-and-selective-high-school-fact-sheet> and <https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/opportunity-class-placement-test> .

For an Aboriginal perspective of selective high schools and opportunity classes refer to:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/general-information/student-experience> .

For further information and support parents can contact their local Aboriginal Education and Wellbeing Advisor.

Cut this out and place on your fridge as a reminder.

## What are the stages of the placement process?

1	Parents read the application information available online	From 1 May 2018
2	Parents register, receive a password, complete and submit the application online	From 1 May to 18 May 2018
3	Any special test provisions are organised	May to July 2018
4	Principals provide school assessment scores	From 22 May to 8 June 2018
5	Special test provisions finalised	By 11 July 2018
6	Parents are sent <i>Test authority</i> advice	On 18 July 2018
7	Students sit the Opportunity Class Placement Test for Year 5 entry in 2019	On 1 August 2018
8	Last day to change school choices	By 10 August 2018
9	Any illness/misadventure requests are submitted	By 15 August 2018
10	School selection committees meet	In September 2018
11	Placement outcome sent to parents	In Mid-October 2018
12	Any appeals are submitted to principals	By 26 October 2018
13	Parents accept or decline offers	From Mid-October 2018
14	Students who have accepted offers are withdrawn from reserve lists	At 5pm Tuesday 29 January 2019
15	Parents of successful students receive <i>Authority to attend</i> letters to take to the school on the first day of Term 1 in 2019	Mid-January 2019

## Important dates

You must apply online by **Friday 18 May 2018**. The application site will close at 10pm on 18 May 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 before **Friday 10 August 2018** by sending the *Change of choice* form to the Unit. You cannot change choices after 10 August 2018 unless something unexpected and outside your control changes and you have documentary evidence. A request for a change of choice after 10 August 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-5/application-process> .

It is the parent's responsibility to liaise with the non-government school to ensure the completed *principal's page for provision of school assessment scores* is sent to the Unit by **Friday 8 June 2018**.

If you have not received your *Test authority* advice by **Thursday 19 July 2018**, you must email the Unit urgently using the *Test authority not received* form on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/the-test> .

If some problem such as sickness or an accident stops your child from taking the test or from doing his/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 **Wednesday 15 August 2018**.

If you have not received the placement outcome by **Wednesday 17 October 2018**, email the Unit using the *Outcome not received* form on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/outcome> .

If you accept an offer and are also on a reserve list, you can remain on that reserve list until **5pm on Tuesday 29 January 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.

## How do I apply?

Parents must apply **online** from the Unit's website at the following link: <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5> and should read the instructions carefully. Applications are available between 1 May and 18 May 2018. No late applications will be accepted. 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 provided
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 C18 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 using the *Change of personal details* form on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/application-process> . 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

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

Wherever possible, parents should provide two email addresses and contact the Unit to update their child's record every time there is a change to any of their contact details. It is the parent's responsibility to use email addresses that do 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 might have to be sent by mail. The names and contact details of both parents should be recorded on the application form at Address 1 if the second parent is likely to contact the Unit or to make independent placement decisions on behalf of the child.

#### Where parents live apart at different addresses

Duplicate applications for the same student will not be processed. The parent who makes the application should live at the address where the student lives most of the time and record this at Address 1. If the other parent is entitled to educational information about the student the parent who lives with the student most of the time should identify the parent living at the second address at Address 2 and inform that parent about the application. It is the responsibility of the parent living at Address 2 to contact the Unit and request duplicate system generated correspondence, if required. Where students live with both parents for equal time the parent with whom the student is living at the time

should make the application. The Unit will not participate in parental disputes and will accept decisions about school choices and placement made by the parent with whom the student is living most of the time, unless there are specific 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 please refer to <https://education.nsw.gov.au/media/legal/familylawguidelines.pdf> .

### Changes to the application

Check that all details in the application confirmation email are correct. Parents are responsible for telling the Unit about changes to the application. Changes must be requested by email using the *Change of personal details* form on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/application-process> .

### Applying without internet access

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

- set up a web-based email to use for the application, such as 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-5>
- wait to receive an email with a password and a link
- copy and paste the password to log in
- 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 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:** Where parents request contact by mail, as the Unit mails letters at the same time as emails are sent, posted mail will take longer for delivery.

### Attachments

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

- information about a disability or a medical or behavioural condition such as serious 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-5/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 for Year 4, or not in Year 4 in 2018

- For interstate/overseas students not able to sit the Opportunity Class Placement Test, a full WISC V IQ report with a reliable Full Scale IQ Score and standardised reading and mathematics test results are required as part of a *Report of academic merit*.

Use the cover sheet you were emailed 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?

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

## School year and age

Students are normally in Year 4 at the time of application and were born after 31 December 2007 and before 31 July 2009. These students are aged between 9 years and 5 months and 11 years at the time they start Year 5.

If you apply when your child is out of the age range or in another school year, selection committees will examine the reasons for this. They may ask for more information or for an interview with your child.

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

Selection committees look carefully at younger students in Year 4 to determine whether there are special requirements that the school can provide. The school principal may need to interview much younger students in Year 4.

Students seeking acceleration from Year 3 to Year 5 in 2019 must gain a score which places them in the top half of the cohort of students offered placement in their school of choice.

Selection committees have discretion not to place students who are currently in Year 5 and whose parents wish them to repeat Year 5 in an opportunity class in 2019.

## Brothers and sisters

As placement in an opportunity class 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/triplet does not guarantee the placement of another.

Brothers and sisters and twins/triplets will be offered a place in the same opportunity class if they have scores that are high enough to qualify.

Parents of students who are offered a place in an opportunity class 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 citizen of Australia or New Zealand or a permanent resident of Australia to enrol in an opportunity class. 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 mid-October when initial offers are made. You will not be offered a place in an opportunity class unless permanent residency has been granted.

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

## Interstate and overseas applicants

You can apply while you are temporarily interstate or overseas. 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 interstate or overseas applicant procedure.

Refer to the website for updates to this procedure at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/information-for-applicants/interstate-and-overseas-applicants>.

Applicants using the interstate or overseas applicant process can be considered only if they provide a reliable WISC V Full Scale IQ Score along with the other required information.

**Note:** No other IQ score such as the general ability index can be considered as only Full Scale IQ Scores have been used to derive the most likely equivalent placement score.

You must apply online by the due date but if the IQ test results are not available at the time you can send the *Report of academic merit* to the Unit before the test date of **Wednesday 1 August 2018**.

If you are living outside NSW temporarily and your child was in Year 4 in NSW, 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-5/the-test#Illness5>.

## How should I choose an opportunity class?

You can apply for up to two primary schools with opportunity classes. 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. If your child qualifies for both schools, he or she will get an offer only to your first choice of school.

Make sure that the schools you choose are suitable for your child and that travel time is reasonable. Check the map on the Unit's website for the location of the primary schools with opportunity classes. The selection committees do not consider distances, travelling times and transport options between the student's home and chosen school.

Be aware that Maryland PS is in the Newcastle area, not in Merrylands.

## Change of school choice

You can change your school choices before **Friday 10 August 2018** by sending a *Change of choice* form available on the Unit's website to the Unit. You cannot change choices after **10 August 2018** unless something unexpected and outside your control changes and you have documentary evidence. A request for a change of choice after **10 August 2018** 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-5/information-for-applicants>.

You cannot normally transfer between primary schools with opportunity classes.

## How are students ranked for opportunity class entry?

All students are ranked and placed in order of academic merit. Academic merit is determined mainly by combining the results of primary school assessments in English and mathematics and the Opportunity Class Placement Test. This combination is expressed as a calculated placement score out of 300.

For some applicants, extra information is requested. For example, the *Report of academic merit* must be completed for interstate and overseas applicants.

### School assessment scores

The primary school gives school assessment scores to show each student's achievement on the school curriculum in English and mathematics in Year 4. The scores are scaled (moderated) according to the performance in the Opportunity Class 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 gives 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.

Government school principals provide scores to the Unit online.

If your child is at a 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 non-government school to ensure that the completed *principal's page for provision of school assessment scores* is sent to the Unit by **Friday 8 June 2018**.

If non-government principals will not give any of their students school assessment scores, you must write an email or letter of explanation to the Unit and attach evidence to support your request for exemption. Selection committees will consider whether an exemption is justified.

Find out more about the calculation of scores at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/selection-process>.

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

The Opportunity Class Placement Test for Year 5 entry in 2019 will be held on **Wednesday 1 August 2018** 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.

### The Opportunity Class Placement Test

On **Wednesday 18 July 2018** you will be sent *Test authority* advice 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 this advice. 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* 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* advice by **Thursday 19 July 2018**, you must email the Unit urgently using the *Test authority not received* form on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/the-test>.

Parents are responsible for ensuring that their contact details are current throughout the placement process.

Students from the same primary school will usually attend the same test centre.

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-5/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 or medical condition which requires you to be available during the test.

### Test components

There are two parts to the test. Each part consists of a mix of multiple-choice questions in English, mathematics and general ability. Answers are recorded on computer-marked answer sheets. Students use black pen supplied at the test centre to show their answers. Students have half an hour to complete each part.

For marking, students are identified by barcoded booklet numbers only.

**Important: If your child does not follow instructions and marks the answers on the question booklet instead of the answer sheet, 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 sheets. Find the sample tests at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/the-test#Preparing2>.

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/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.

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.

Students cannot usually be given extra time or a person to 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 discuss special test provisions.

The Unit will try to assist in unforeseeable emergency situations (e.g. a broken arm just prior to the test). However, special test provisions for existing conditions cannot be modified or added to after **Wednesday 11 July 2018** and special test provisions requested for the first time after **Wednesday 11 July 2018** cannot be guaranteed.

In situations where a special test provision cannot be modified prior to the test parents can seek special consideration through the illness/misadventure process.

Test supervisors are not 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 to administer medication, if required.

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

### **What happens if something goes wrong?**

If a problem such as sickness or an accident stops your child from taking the test or from doing his/her best, either in the test or at school, you can make an illness/misadventure request using the form on the Unit's website. The form must reach the Unit by **Wednesday 15 August 2018**.

If your child is sick or injured at the time of the test, 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 submit an illness/misadventure request afterwards.

If you believe something has occurred to prevent your child from gaining higher school assessment scores, you should provide documentary evidence if possible.

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-5/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, moderateable school assessment scores, 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 will need to arrange for their child to be tested at their own expense.

### **How are decisions made?**

All selection committees make their placement decisions using the same selection criteria, but each school selection committee makes its decisions independently. Each committee includes the principal of the school with an opportunity class and a member of the school counselling service and can also include other Departmental staff, such as Directors, Public Schools NSW or relevant school staff. Selection committees:

- place students applying for their school in order of their placement scores
- consider illness/misadventure requests
- consider disability and medical and behavioural conditions
- 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?**

In mid-October you will be sent 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 both school choices and/or
- unsuccessful for one or both school choices.

If your child is made an offer to the school you selected as your first choice and also has a score high enough to be offered placement at your second choice school, that second choice school will be shown as 'not applicable'.

If you receive an offer or a place on a reserve list, 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 **Wednesday 17 October 2018**, email the Unit using the *Outcome not received* form on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/outcome>.

There is no fixed minimum score required for entry to individual schools as students are placed in rank order of their placement scores 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 public primary schools listing the outcome for all their students who applied. Non-government school principals can request information if the non-government school provided school assessment scores.

## 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 less than 24 hours to decide whether or not to accept. If you do not respond by the due date the Unit may assume you do not want the offer. If you accept an offer and then change your mind and want to decline it, you should write to 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 only, you will be offered a place if his/her position on a list is reached. The Unit continues to make these offers, if vacancies occur, throughout Year 5 and to at least the end of Term 1 in Year 6, provided that students have not already enrolled in another opportunity class.

From early November you can follow the progress of the reserve lists at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/outcome> .

## Further offers

If your child has been offered a place at your second choice school and is also on a reserve list for your first choice school, a further offer will be sent if his/her reserve position is reached. You must accept or decline the new offer. If you accept the further offer, the Unit will consider the original offer declined. The Unit will make an offer to your first choice school even if you declined an offer to your second choice school.

If you accept an offer and are also on a reserve list, you can remain on that reserve list until **5 pm 29 January 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.

## 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 scores your child gained on the Opportunity Class Placement Test and the 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. No other score information is available.

Find out more about scores at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/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 access the official *Appeal* form that will be available on the Unit's website. Details about the way to appeal will be available closer to the date of the outcome. Appeals must be lodged by **Friday 26 October 2018**. Schools must return their section of the appeal by **Friday 2 November 2018**. Late appeals will not be accepted.

Anything that should have been dealt with or was dealt with by the selection committee through 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-5/outcome/appeals> .

## Can my offer be taken away?

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 taken away. Offers or enrolments will be taken away if the placement was made on the basis of false or misleading information.

## What do I need to do to enrol?

If you have accepted an offer you will receive in January 2019 an *Authority to attend* letter which your child must take 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. There are no extra fees for attending a school with an opportunity class. Schools may ask for materials and voluntary contributions as do other government schools.

Information about enrolment policy in NSW Department of Education schools is at <https://education.nsw.gov.au/public-schools/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 principal of the school with an opportunity class (or with the Unit if it is in the school holidays) before enrolling your child. You cannot delay enrolment beyond **Friday 22 February 2019**.

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

The Unit corresponds with the parents or carers that you list on the application. If you wish to let other people discuss your child's application with the Unit, you must write to the Unit authorising them to make enquiries or decisions on your behalf.

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 not correspond with students or speak to them on the telephone.

## Where can I get further information?

The Unit updates information about opportunity class placement procedures regularly on the Unit's website at <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5> .



The Unit's telephone system also has current information about the placement process. Please check the website or Facebook page before contacting the Unit by email at [ssu@det.nsw.edu.au](mailto:ssu@det.nsw.edu.au) or phone 1300 880 367 or fax (02) 9266 8435.

You will need to give the student application number and other identifying information when talking 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 or not your child might benefit from attending an opportunity class.

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

Translated information in 35 languages regarding the Opportunity Class Placement Test can be found at:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/opportunity-class-placement-test>.

## Frequently asked questions

### 1. Must I list two schools?

You should list only those schools you are prepared to accept. You may list one or two choices. Consider your choices carefully.

### 2. Does the order in which I list my choices matter?

Yes. If your child qualifies for both of your choices, you will be offered a place only at the first choice school. However, if your child qualifies for only one of the two choices, you will be offered that place regardless of whether it was your first or second choice.

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

The selection procedures are the same for all 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 their principals to complete the *principal's page for provision of school assessment scores* (emailed to parents with their application confirmation) and then must ensure it is returned to the Unit by **Friday 8 June 2018**. In circumstances where this is not possible you should submit a letter of explanation to the Unit.

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

### 4. What can I do to prepare my child for the Opportunity Class Placement Test?

Encourage your child to use the sample tests on the Unit's website to practise answering the questions on the sample answer sheet. 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-5/the-test#Test1>.

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 Department of Education does not endorse coaching for the Opportunity Class Placement Test.

### 5. How is the placement score derived if my child is the only one applying from his or her school?

A student who does not have school assessment scores, or who is the only candidate from his/her school, will be considered on test scores only.

### 6. Will my child be disadvantaged if the school cannot provide school assessment scores?

Over the entire candidature, about half of the placement scores are increased by the moderated school assessment scores while the other half are decreased. Where students are not provided with school assessment scores, it is not possible to guess whether or not having school assessment scores would have increased their placement scores. Students without school assessment scores who are considered exempt will be considered on their test scores only.

### 7. What happens if my child is sick or injured on the day of the test?

It is generally better for the student to attempt the test than to miss it. You should download the *Illness/misadventure* form from the Unit's website. You will need to take the student to the doctor and obtain a medical certificate which covers the day of the test and ask the doctor to complete the *Independent evidence of illness* form. You should complete the *Illness/misadventure* form, whether or not the student attempted the test, attach the medical certificate which covers the day of the test and the *Independent evidence of illness* form, and return the completed form to the Unit by **Wednesday 15 August 2018**. The selection committee will then consider the student's illness/misadventure request as part of the selection process. You will not be able to appeal on the grounds of illness after the placement outcome is known.

### 8. 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 if you submit a request form by **Friday 10 August 2018**, when selection committee lists are created. After this date there have to be extenuating circumstances which occurred after **Friday 10 August 2018**, there has to be documentary evidence of the extenuating circumstances and any change must be approved.

### 9. If my placement outcome information indicates that my child is unsuccessful, can his/her name be placed on a reserve list?

No. Three terms are used in the placement outcome information: 'offer', 'reserve list' and 'unsuccessful'. Selection committees decide the students who will receive offers and those who will be placed on reserve lists. Students who receive offers and those on reserve lists have higher scores than those who are unsuccessful. Students placed on a reserve list will be given a number indicating their position on the reserve list. Progress on the reserve list varies from year to year. When offers begin to be made from the reserve list, the progress of each school's reserve list is available on the Unit's website from early November 2018.

## 10. What does the Opportunity Class Placement Test tell me about my child's performance?

The Opportunity Class 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 opportunity classes 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 and mathematics. The student's primary school is most appropriate to advise you on your child's performance in these areas.

## 11. 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 classes and selective high school placement can vary quite significantly. Moreover, there is scope for improvement in the ability and performance of students over the time since they applied for opportunity class placement. Conversely, not all students from opportunity classes are successful for selective high school entry. There are more than twice as many Year 7 places in selective high schools as there are Year 5 places in opportunity classes.

## 12. If I receive an offer to my second choice as well as being on the reserve list for my first choice, do I have to give up the offer to stay on the reserve list?

You can accept an offer to your second choice school while remaining on the reserve list for your first choice school until 5pm on **Tuesday 29 January 2019**. After that time, no further offers will be made to students who have already accepted placement in an opportunity class.

## 13. What should I do if my child does not get into an opportunity class?

Opportunity classes are only one of the initiatives provided by the Department of Education to meet the needs of gifted and talented students. As there is one place for approximately every six people applying, not all students can be placed. Be supportive and explain to your child that he/she can be very successful at a comprehensive primary school.

## 14. What score does a student have to gain to be successful for opportunity class placement?

There is no predetermined score that a student has to achieve to receive an offer of opportunity class placement. The minimum entry score for each school with an opportunity class depends on the scores achieved by the candidates applying for that school and 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.

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

Most parents/carers will receive their child's placement score at the bottom of their placement outcome email or letter in October.

A further letter or attachment is provided with the breakdown of the raw school assessment scores and test marks. 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 factors. 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 between the selection committees considering the application.

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

## 16. How does the reserve list work?

If the student is on a reserve list for an opportunity class, the number on the placement outcome information shows the student's position on the list. The progress of the reserve list depends on whether students accept or decline an offer and whether other students receive further offers to schools of higher choice. If a student's position is reached on the reserve list, the Unit will contact parents with an offer. From early November 2018 until 29 January 2019 you can track the progress of the reserve lists on the website. The page is updated regularly.

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5/outcome#Reserve1>

## 17. Does my child get an advantage if we live very close to the school with an opportunity class?

No, selection committees do not consider travelling times and transport arrangements when offering places.

## 18. If my child is one of the last to be made an offer, does that mean he or she will struggle in an opportunity class?

The selection committee offers places or reserve list positions only to those students they think are capable of doing well in an opportunity class. There are many things which can affect student performance, including your child's willingness to learn, his/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.

## 19. 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 will be considered on test scores which will be expressed as a mark out of 300 as the calculated placement score.

## 20. How can separated parents/carers make sure they both receive the information about the application?

When you apply you will be asked to give details of another parent/carer at a different address who can make enquiries or who must be involved in the decisions. You will have to provide copies of court orders if they exist.

## **Under no circumstances should separated parents/carers make separate applications for the same student.**

Response forms are sent only to the applicant at Address 1. It is the responsibility of separated parents to reach consensus about matters such as school choice and accepting offers.