**Placement Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td><strong>6 March</strong></td>
<td>Distribution of placement information to all primary schools</td>
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<td><strong>20 April</strong></td>
<td>Primary schools distribute parent letter, secondary education information (including specialist schools) and Application for Enrolment (Year 7) form to parents of all Year 6 children. NB Specific entry criteria apply to specialist schools.</td>
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<td><strong>18 May</strong></td>
<td>Parents return Application for Enrolment (Year 7) form to the primary schools.</td>
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<td><strong>25 May</strong></td>
<td>Primary schools submit all initial placement requests from parents to the secondary colleges by this date. Photocopies of the completed Application for Enrolment forms should be forwarded by the primary school to the secondary college of first preference. Originals are to be retained by the primary school. The Summary of Secondary College Placement form should be completed by the primary school and a copy sent to each secondary school as a summary/coversheet. <strong>Schools do not need to send a copy to the regional office</strong> Secondary colleges should advise the primary school of the receipt of their Application for Enrolment and Placement Summary Forms.</td>
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<td><strong>20 July</strong></td>
<td>If a student cannot be accommodated at his/her first preference, the secondary college will notify the primary school of the situation by this date. It is then the responsibility of the primary school to refer the application to the student’s subsequent preferences. If none of the student's expressed preferences are successful, the student should be placed in his/her neighbourhood school <strong>without further contact with parents</strong>.</td>
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<td><strong>3 August</strong></td>
<td>Primary schools notified in writing by secondary colleges of the names of all of their students who have been accepted in Year 7. <strong>PLEASE NOTE:</strong> Parents should NOT be notified of the results of the placement request until 10 August 2012. Secondary colleges must not contact parents prior to 10 August. It is the responsibility of the Primary School to notify parents of the placement on 12 August.</td>
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<td><strong>10 August</strong></td>
<td>Primary schools are to notify parents in writing of the results of the placement applications. An updated copy of the Summary of Secondary College Placement Form should be forwarded to the Regional Office.</td>
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<td><strong>11 December</strong></td>
<td><strong>ORIENTATION DAY</strong></td>
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