



## COS4 Selective Students Year 8-12 Policy

### 1. Context

Bonnyrigg High School, Elizabeth Macarthur High School, Moorebank High School and Prairiewood High School were identified as selective and comprehensive schools in 2009. These four schools have a partnership known as COS4 (Community of Schools 4). The Department's High Performing Students Unit allocates sixty Year 7 selective students to each school and these students are identified through the unit's testing and associated processes. The first in-take of Year 7 selective students for each of the COS4 schools took place in 2010 and a further sixty selective students will be offered places at each school each ensuing year. The schools will maintain a ceiling of sixty selective students in each year group in Years 7-10 as directed by the DEC. Vacancies in the Year 7 selective streams at the COS4 schools will be filled by the High Performing Students Unit in accordance with decisions made by the selection committee and appeals panel. Vacancies in other year groups will be filled as per this *Selective Students Year 8-12 Policy* – a policy that is approved by the High Performing Students Unit.

This policy outlines the process and guidelines applicable to each of the COS4 schools for the placement of students in the Year 8, Year 9 and Year 10 selective streams in 2017. The policy provides further detail that supports the implementation of the Department's *Years 8-12 Entry to Selective High Schools in 2017 Application Information*. This policy will be reviewed, adjusted (if necessary) and published in readiness for the 2017 school year.

All applications must also comply with the requirements from the Department of Education as outlined in the *Years 8 to 12 entry to selective high schools in 2017: Application Information* that can be found at the following location.

[http://www.schools.nsw.edu.au/learning/7-12assessments/selective8\\_12.php](http://www.schools.nsw.edu.au/learning/7-12assessments/selective8_12.php)

### 2. 2017 Enrolment Ceilings and buffers

For 2017 entry there will be 60 selective placements in Year 8, 60 placements in Year 9 and 60 placements in Year 10 at each of the COS4 schools. There are no set numbers of placements in Year 11. However, no enrolment applications for selective students will be accepted for Year 12 due to issues with subject availabilities. Where vacancies become available, those places will be filled through the process outlined below.

### 3. Selection Committee

Each COS4 school has its own selection committee that has been established to ensure fair and equitable decisions are made about the enrolment of selective students at the schools they serve for vacancies that arise in Years 8-11 in 2017.

Each selection committee (or panel) consists of:

- Director Public Schools or nominee
- Principal or nominee
- Parent representative

The committee will:

- Determine or revise the criteria upon which candidates are to be:
  - made first round offers to be finalised following an interview
  - placed on the reserve list or on hold
  - deemed unsuccessful for placement
- Allocate each candidate to one of the above categories on the basis of the criteria established by the selection committee. Selection committees will make their placement decisions on the basis of consistent evidence of academic merit across the candidature.
- Available places at each school will be offered first to eligible students who elected that school as their first preference. In the instance where there are additional places available, those eligible students who elected that school as their second preference will then be offered the available places. In the instance where there are still additional places available, those eligible students who elected that school as their third preference will then be offered the available places. In the instance where there are still additional places available, those eligible students who elected that school as their fourth preference will then be offered the available places.
- Determine the order in which students on the reserve and hold list are to be offered places, ensuring records of the decision making are kept for three years in the event of an appeal by a candidate against a decision.
- Request additional information from applicants and place them on 'hold' where necessary.
- Maintain a buffer of at least one place per cohort for the duration of the review period (which is outlined on the Department's *Years 8-12 Entry to Selective High Schools in 2017 Application Information*). Once the appeals period has closed, this buffer will be filled by candidate/s on the reserve list.
- Discuss changes which may be appropriate for the following year's selection procedure.
- Retain application material and selection committee records secure for three years before disposing of them.

#### **4. Enrolment criteria for placement as a selective student in Years 8-11, 2017.**

The selection process will be comprised of three components including an examination, a portfolio of evidence and an interview.

The three components will be weighted as follows:

- Examination mark 80%
- Portfolio 20%

Candidates who are most likely to receive an offer for placement on the basis of their examination mark and portfolio may be invited to interview to finalise the process.

**The examination** will be held each year in August at each of the four COS4 schools. Candidates may choose where to sit the examination. The examination is common to each of the four schools and will be held at the same agreed time in each school. The examination will be made up of two parts: English/language and mathematics. The COS4 schools will endeavour to set the examination date such that it does not overlap with other selective schools. For more information on the date and time of the examination, please refer to the timeline below.

**The portfolio** must fit into an A4 plastic sleeve. It will be due for submission no later than TWO weeks following the date of the examination (see timeline below). The portfolio should meet the criteria as outlined in the assessment rubric and will include:

- The candidate's two most recent school reports
- Recognised academic competition certificates or results, such as the UNSW Australasian Mathematics and Science competitions (if available)
- (optional) a 1 page summary of other school-based or non-school based achievements and interests, with supporting evidence.

All documents submitted must be originals that will be copied at the school upon receipt of the portfolio with originals then returned. The portfolios will be assessed and these assessments will then be combined with the examination mark and considered by the selection committee. On the basis of these combined results and the number of places available at each school candidates will then be notified of one of the following four outcomes:

- Offer of selective placement in 2017
- Invitation to interview
- Placement on the reserve list (with a given rank) or on hold pending submission of necessary information
- Declined for placement

**The interview** is not weighted but will canvass issues such as whether moving schools (for external candidates) or changing classes to join the selective stream (for internal candidates) is in the candidate's best interests as evidenced by their responses. Other questions will explore the candidate's perspective of their personal strengths and learning experiences or achievements for which they feel proud. The interview will be quite short and relatively informal. It will be held at the school making the placement offer and candidates will be encouraged to have their parent/s accompany them. Questions will be directed mostly to the student. Should the selection committee representative/s conducting the interview deem that the candidate does not demonstrate commitment to, or interest for, joining the selective stream at the school, the offer for placement may be withheld.

## **5. Application Fee**

The current application fee is set at \$45. This is payable to the office of the school at which the student intends to undertake the examination and must be paid prior to the examination date.

## 6. 2016 Timeline of important dates

27th June, 2016	Applications open and packages available from selective high schools and on the DEC website. <a href="http://www.schools.nsw.edu.au/learning/7-12assessments/selective8_12.php">http://www.schools.nsw.edu.au/learning/7-12assessments/selective8_12.php</a>
22nd July, 2016	Applications Close: all applications need to be returned to schools. A separate form must be submitted to each school you are applying for in the following year.
13 <sup>th</sup> August, 2016 (Beginning 1.30 pm)	Examination
26 <sup>th</sup> August, 2016	Portfolio due to schools for selection process.
September	Selection committees meet and applicants informed of outcome
October	Reviews lodged to schools (if applicable). Any reviews will be conducted in accordance with Department of Education guidelines that can be found at the following location; <a href="http://www.schools.nsw.edu.au/learning/7-12assessments/ss_appeals.php">http://www.schools.nsw.edu.au/learning/7-12assessments/ss_appeals.php</a>

## 7. Enrolment Updates

It is a condition of enrolment that the applicant keeps the school updated in respect of changes to their residential address, medical information and emergency contact numbers.

## 8. Enrolment Officers

The enrolment officer assisting the selection committee in the management of enrolments is **Mrs Moya McCann**. Any enquiries with regard to enrolment may be directed, in the first instance to her at the school office on **96013999** or via email at [moorebank-h.school@det.nsw.edu.au](mailto:moorebank-h.school@det.nsw.edu.au).