NSW Department of Education

Selective high school application user guide

This user guide provides information and instructions on how to complete the selective high school (SHS) application. We recommend you have this user guide open alongside the application to assist you in completing it. The application dashboard is used by applicants to apply for placement in selective high schools (SHS). The application dashboard is also used by applicants to:

- view/update/withdraw applications
- send/receive messages relating to an application and
- respond to any outcomes.

Please note the relevant key dates for each step of the process.

More information on the application process can be found on the department website.

Contents

Creating an SHS application

1. Select **Create new SHS application** in the 'Placements timeline' section of the application dashboard. **Note:** You can only do this if the application period is open. Check [key dates](#) to learn more.

Placements timeline

Placement	Dates	Event	
Selective high school for 2024/2025	9th Oct - 20th Nov	Selective high school application for 2024/25	create a new SHS application

Privacy notice

How do I access or update my information or register a concern?

You may access or correct the information by either logging back into this system ('SHS and OC placement') to update your details or by contacting the Selective Education Unit.

If you have a concern or complaint about the information collected or how it has been used or disclosed, you should contact the Selective Education Unit at ssu@det.nsw.edu.au.

What happens if I don't provide all the information requested?

If you choose not to provide some requested information it may have a detrimental impact on the child's application, appropriate test centre resourcing or meeting the child's needs during the test.

To proceed with the application please indicate your agreement to the following:

☑ I reside at the same address as the child for whom this application is submitted ✓

☑ I have read this Privacy Notice ✓

Continue

2. Read the full **Privacy notice**. Each applicant must understand and agree to the Privacy notice before they can proceed with their SHS application.

3. Select both **checkboxes** at the bottom of the page to agree to the statements shown.

4. Select **Continue**.

Completing the SHS application

✓ This page is complete.

② This page is incomplete.

❗ There are outstanding requirements on this page which must be complete before you can submit your application.

❗ **Errors**

❗ Please complete **School selection**

❗ Please complete **Reasonable adjustments**

❗ Please complete **Student residency**

❗ Please complete **Court orders**

❗ Please complete **Parent/carer details**
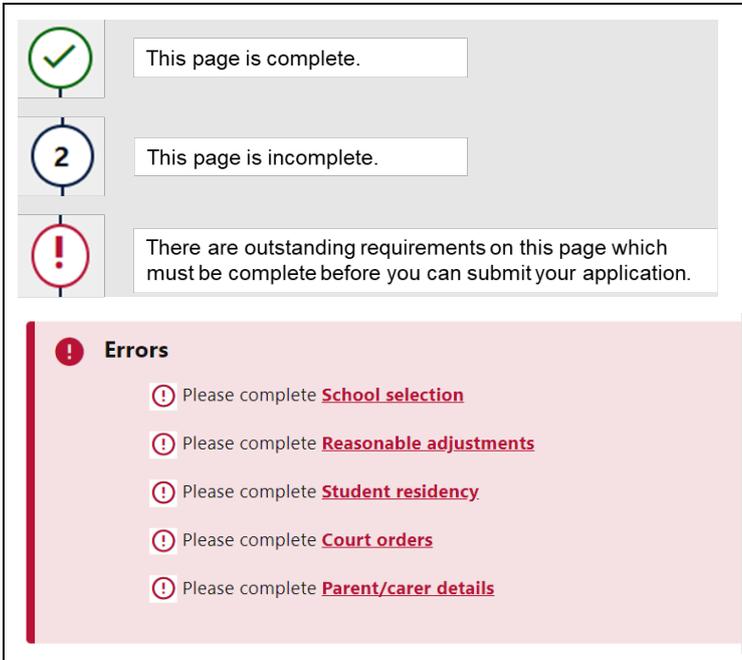
Before you begin the application:

- **You can save an application at any time and return to continue,** but an application must be fully responded to and submitted by the application closing date.

- **You will receive an error message upon attempting to submit an incomplete application.** Return to those sections and complete required fields to submit your application.

- **You must select 'Save and continue' at the bottom of each page before you continue or exit,** otherwise entries will not be saved. A page must be fully complete before this button can be selected.

Student details

The 'Student details' page collects details such as the child's date of birth and address. Other pages can be completed in any order once this page is complete.

Basic details

1. Enter the child's **first name**.

2. Enter the child's **family name**.

3. Enter the child's **gender**. The options are:

   a. Female

   b. Male.

4. Enter the child's **date of birth**.

Note: If you select a date of birth that is outside the usual age range for someone applying for SHS placement, a new section will pop up (boxed in red on the left). You will be required to explain why you are applying for entry.

Student's residential address

Bianca's residential address only. PO boxes not accepted

Bianca's location required *

(5)
- ○ Australia ✓
- ● Overseas

Address *

(6) Enter street address ⓘ

Street address is required

Country *

ⓘ ▾

Country is required

School details

School Year Bianca is (or was) attending in 2023 *

(7) Select current year of study... ⓘ ▾

Current year of study is required

What type of school does Bianca currently attend? *

Select school type ... ⓘ ▾

School type is required

Test location

Will Bianca be in NSW to do the Selective High School Placement test on 09-May-2024? *

- ○ Yes ⓘ
- ○ No

Please choose option

ⓘ As Bianca Lala will not be in NSW for the test you must arrange, at your own expense, to complete a Report of academic merit form and a full IQ test. The report will need to be submitted by 04-May-2023.

ⓘ View Report of academic merit **ISOS-academic-merit.pdf**

What is your preferred test centre location? (suburb or town in NSW) *

ⓘ ▾

Please choose a test centre location

Student's residential address

5. Indicate the child's **location**. The options are:

   a. Australia
      - If you select 'Australia' and you cannot find the address you are searching for, you will have the option to select 'Address is not found, enter manually'.

   b. Overseas
      - If you select 'Overseas', you must select 'Yes' or 'No' to the test location question (boxed in red on the left).
      - If you select 'No' to the test location question, the messaging on the left (blue box) will appear. Select the **ISOS-academic-merit.pdf** within the application to access the Report of academic merit form.
      - If you select 'Yes' to the test location question, the question on the left (in red text) will be asked. Enter your preferred test centre location by typing in a suburb/town in NSW.

6. Enter the child's **address**.

7. Select the **school year the child was attending in the year indicated**. The options are:

   a. Year 4
   b. Year 5
   c. Year 6.

Note: If the child is not currently in Year 5, a new section will appear. Enter the reason why you are applying for placement in Year 7 when the child is not currently in

	Year 5. You must also attach supporting documents. This will not apply to late applications which are approved in the following year.

What type of school does Bianca Lala currently attend? *
 	
⑧ NSW Government (Public school)
 	
NSW Government (Public school), NSW Non-Government (Catholic / independent / private), Interstate, Overseas or Private study/home schooled
 	
School name *
 	
Walters Road Public School (Blacktown)
 	
Required
 	
Bianca Lala's email address *
 	
⑨
 	
Enter your child's Department of Education email address which ends with @education.nsw.gov.au. If you do not know your child's email address at the Department of Education, please contact your child's school.
 	
☑ I will enter my child's Department of Education email address later.
 	
Save & continue ⑩
	School details
	
	8. Select the **school type the child currently attends**. Depending on the selection made, additional details will be required (such as the school name and school address). The options are:
	   a. NSW Government (public school)
	   b. NSW non-government (Catholic/independent/private)
	   c. Interstate
	   d. Overseas
	   e. Private study/home-schooled.
	
	Note: If you select **Overseas** to this question, the test location question will appear. Refer to step 5b above.
	
	9. If you select **NSW Government (public school)**, you will need to enter the student's Department of Education email address (ending in @education.nsw.gov.au). Select the checkbox: **I will enter my child's Department of Education email address later** if you need to confirm this information.
	
	10. Select **Save and continue** to progress.
	
	   Note: If your child moves school, please update your application immediately so the closest test centre can be allocated, and reports are sent to the correct school.

School selection

The 'School selection' page is where you choose the selective high school(s) you would like the child to attend. You can make a maximum of 3 choices, and at least one choice is mandatory.

1. Enter a **first school choice** (this will be the one you would like the child to attend the most) from the drop-down options. You can also select a second and third choice.

2. Select **Save and continue** to progress.

Note: Students will get an offer only to the highest listed school for which they qualify. Visit the department website to learn more.

Reasonable adjustments page

The 'Reasonable adjustments' page allows the Unit to collect important information to support each child affected by a disability, medical or behavioural condition through the SHS placement process.

1. Read the **reasonable adjustment text** provided on the page to understand what we will do to support children at the placement test.

2. Select **Yes** or **No** to the reasonable adjustments question. If you select 'No' , go to step 8. If you select 'Yes', go to step 3.

3. Select which disability, medical or behavioural **condition(s)** the child has from the options on the page. Select as many that apply.

	4. In the box provided, **specify the disability, medical or behavioural conditions the child has**. Examples have been provided below the question. 5. Select **Yes** or **No**. If you select 'Yes', follow the steps below. If you select 'No', go to step 8.
	6. Enter **what adjustments will be required** for the test. You must do this to be able to 'Save and continue'. **Note:** This question is not displayed when the child is not attending the test in NSW. 7. Select the **checkbox(es)** that apply. If you select the second checkbox, you must attach evidence in the section provided to proceed. 8. Select **Save and continue** to progress.

Student residency

The 'Student residency' page identifies whether any visa class information will be required to assess the eligibility for enrolment in a selective high school.	

	1. Select the child's **residency status**. If you select 'Australian or New Zealand citizen' go to step 5. If you select any other option, go to step 2. Options are:
	
	  a. Australian or New Zealand citizen
	
	  b. Australian permanent resident
	
	  c. Other.
	
	2. Visit the **visa information** link on the page to help you select the correct options.
	
	3. Select the appropriate **Visa class**.
	
	4. Select the appropriate **Visa sub-class**.
	
	5. Select **Save and continue** to progress.

Court orders

The 'Court orders' page helps the Unit identify if a court order(s) must be considered before any placement communication is made.

1. Select **Yes** or **No** to the Court orders question. If you select 'No', go to step 7. If you select 'Yes', go to step 2.

2. Enter the **name of the person covered by the court order** relevant to the application.

3. Enter the **relationship** between the person covered by the court order and the child.

4. Select **Save**. The record will be saved to the application (as seen to the right above).

5. **Attach supporting documents** and select **Save**.

6. If you do not have any supporting documents at this time, select the 'I will provide supporting documents later' checkbox. Documents can be attached via a message in the application dashboard after the application is submitted. Refer to the 'Uploading documents after an application has been submitted' section for more details. Refer to key dates to learn more.

7. Select **Save and continue** to progress.

Student background

The 'Student background' page identifies if the child is an Aboriginal and/or Torres Strait Islander.

1. Select **Yes** or **No**. If you select 'Yes' the information box (highlighted on the left) will appear.

2. Select **Save and continue** to progress.

Parent/carer details

The 'Parent/carer details' page collects primary parent/carer contact details in case urgent communication is required. The primary parent/carer should be the applicant. However, a second parent/carer can be added. As an example, we may contact a parent/carer to inform them of a test centre incident.

Parent/carer 1 details

1. Select your **Title** from the drop-down options available.

2. Enter your **Given name**.

3. Enter your **Family name**.

4. Select your **relationship** to the child this application is for.

Parent/Carer 1 contact details

5. Select a **Phone number** type. The options are:
   a. Home landline
   b. Mobile
   c. I have no phone (only available for overseas applicants)
   d. Work landline
   e. Work mobile.

6. Enter the **contact number**.

7. Optional: Enter **Comments**. This might include your preferred time of contact.

Note: It is optional to **Add another contact number**. You can also **Add secondary email** or **Add another parent/carer.** Only listed parent/carers can access the dashboard or make phone and email communications.

8. The email provided at registration will be copied to the email address field for parent/carer 1 email address field (as seen on the left). Select **Save and continue** to progress.

Review and submit

Take time to review each page of the SHS application before you submit. You can make changes to the details in your applications after submitting. Some changes will be restricted to certain dates so you will need to send a message about the change. Refer to [key dates](#) to learn more.

1. Select the **drop-down arrow** to expand the page you would like to review. You can also select **Expand all** (highlighted above) to review all pages at the same time.

2. Select **Go to section to update** to edit details if needed.

3. Optional: Select the checkbox to give permission to release NAPLAN data for use in the SHS placement process. This data may be used to determine SHS placement under exceptional circumstances.

4. Select **Submit application**.

   Note: The submit button is located at the bottom of the 'Review and submit' page. You may need to scroll down to see it.

Once an application has been submitted:

| The status in the application dashboard will be Submitted. A confirmation will be sent via the application dashboard 'Messages' section, and to the email address provided in the application.	
Viewing an application:	Referring to the screenshot at the top of this table: 1. Select the **3 dots** in the 'Action' column. 2. Select **View application**.
Updating application details: **Note**: Changes can be made to details within an application after submitting. Some changes will be restricted to certain dates so you will need to send a message about the change. Refer to the '<u>Uploading documents after an application has been submitted</u>' section for further instructions. Check <u>key dates</u> to learn more.	Referring to the screenshot at the top of this table: 1. Select the **3 dots** in the 'Action' column. 3. Select **Update application**. Confirmation will be sent via the application dashboard and email once the application has been resubmitted.
Withdrawing an application:	Referring to the screenshot at the top of this table: 1. Select the **3 dots** in the 'Action' column. 4. Select **Withdraw application**. 5. Select **Confirm** on the pop-up warning message to withdraw the application. Be aware this action cannot be reversed. To decline an offer or remove the child from the reserve list after first round offers are published, you will need to go to the 'View outcomes' screen and select either 'Decline' or 'Withdraw'.
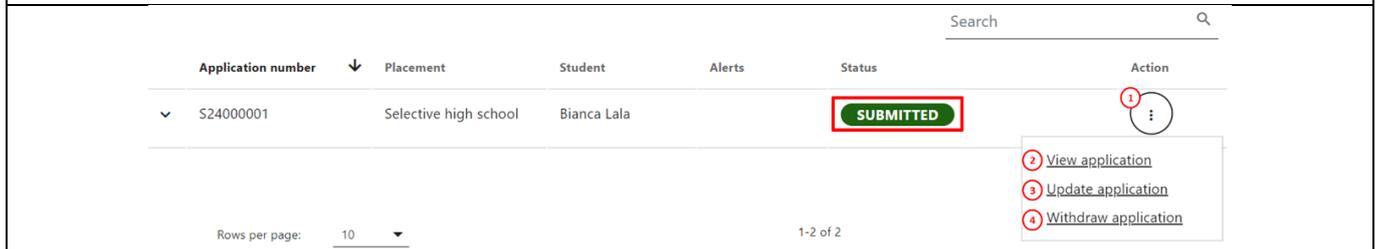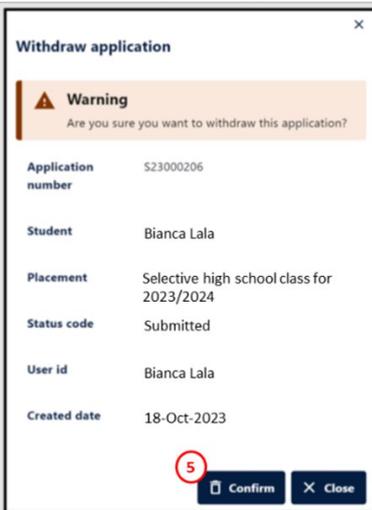
If you require assistance which is not covered in this user guide, email the Unit at
ssu@det.nsw.edu.au

Uploading documents after an application has been submitted

After the application has been submitted, documents should be attached to the application via message in the application dashboard.
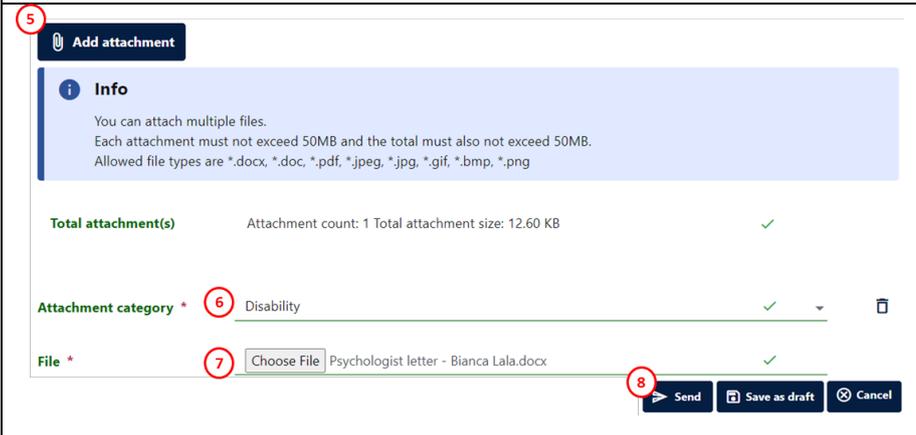
	1. Select **New message** from the Messages section of the dashboard.
	2. Select the most appropriate **Student** option from the drop-down options available. This section may be pre-populated for you. 3. Enter a relevant **subject**. 4. Enter **message details** relevant to your attachment.
  Note: Steps 5-7 are only necessary when you would like to provide supporting documents for your application. You are also able to send general messages via this function, without attaching a document.	5. Select **Add attachment**. A new section will appear. 6. Select the most appropriate **Attachment category**. 7. Select **Choose File** to insert a file. Multiple files may be added to a total size of 50MB. 8. Select **Send**. If 'Send' is not selected, the Unit will not receive your message.