

NEW SOUTH WALES  
DEPARTMENT  
OF EDUCATION  
AND TRAINING



FOR YEAR 5  
OPPORTUNITY CLASS PLACEMENT IN

2009

EDUCATIONAL MEASUREMENT  
AND SCHOOL ACCOUNTABILITY  
DIRECTORATE

SELECTIVE HIGH SCHOOL AND  
OPPORTUNITY CLASS  
PLACEMENT UNIT

## APPEAL FORM

### INSTRUCTION TO PARENTS

If you wish to appeal against a decision of the selection committee please complete PART A of this form within 14 days of the date shown on your outcome advice, enclosing evidence if applicable. Forward the completed form to your child's primary school for completion of PART B.

### INSTRUCTION TO PRINCIPALS

Principals should complete PART B and forward the form within 21 days of the date shown on the outcome advice. The form should be addressed to:

**The Manager**  
**Selective High School and**  
**Opportunity Class Placement Unit**  
**Locked Bag 6109**  
**MILPERRA DC NSW 1891**

Note: Where the student is from a non-government school and the school will not process the form, please attach a letter of explanation and forward the form directly to the Unit.

Please see page 4 for details of appeal criteria and procedures.

### STUDENT DETAILS

Student's family name:

Student's given name:

Student's number:

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Primary school:

I wish to appeal against the selection committee's decision not to place my child at:

If appealing for placement at a particular opportunity class please write the name of the school.  
Otherwise write 'any of my choices'.

**PART A**  
**TO BE COMPLETED BY PARENTS/CAREGIVERS**

Please indicate your grounds for appeal in the relevant section below. It is anticipated that for most applicants, only ONE of the three sections is applicable.

Factors which may have prevented the student from gaining higher test marks.

Factors which may have prevented the student from gaining higher school marks.

Other factors.

Parent's/caregiver's signature:

Date:

**PART B**  
**TO BE COMPLETED BY THE PRIMARY PRINCIPAL**

Please comment in the relevant section below. It is anticipated that for most applicants, only ONE of the three sections is applicable.

*(If you concur with the parent's/caregiver's comment and have nothing additional you want to state, you need only write 'Supported')*

Factors which may have prevented the student from gaining higher test marks.

Factors which may have prevented the student from gaining higher school marks.

Other factors.

Principal's signature:

Date:

## APPEAL CRITERIA

All decisions made by the selection committee and appeals panel are based on the criteria for entry as indicated in the application package.

The most important criterion for opportunity class placement in Year 5 is academic merit as determined generally by the results of the Opportunity Class Placement Test, together with the primary school's assessment of performance in English and Mathematics.

## APPEAL PROCEDURE

All appeals must be made on this appeal form. In making an appeal, you need to state the grounds for appeal and provide supporting material, where applicable.

Requests for consideration made on the basis of illness should have been lodged as illness/misadventure claims by **Friday, 15 August 2008**. **Appeals based on illness will be considered only in exceptional circumstances** and all such appeals must include a medical certificate.

Appeals based on misadventure should clearly show how the situation was unforeseen or unavoidable and how it affected the outcome. Only evidence relating to performance in Year 3 and 4 to **Friday, 6 June 2008** is acceptable for performance-based appeals. The appeals panel may consult the primary school principal in some cases.