



# CLASS PLACEMENT POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the office.

## PURPOSE

To explain to our school community how we manage requests for class placements, for the following school year.

## POLICY

The process that St Leonards Primary School works through to plan each student's class placement begins months before the end of the school year. As a small school we do not have a lot of options for placement and often there is a need to have composite classes or to split year levels across classes. Eg a grade 1/2 and a grade 2/3

The SLPS logic for allocating students to classes is as follows:

1. to have all classes reasonably even in size. If possible grades Prep, 1 and 2 with a maximum of 20.
2. Where there are year levels split across two classes selection will be based on the following-
  - a. gender balance
  - b. siblings to be in different classes
  - c. student preferences (Who do I work well with?)
  - d. personality/behaviour clashes
  - e. having good role models in each year level – as learners and as School Wide Positive Behaviour models for others.
3. Academic ability is NOT a consideration. All teachers cater for individual needs across a range of levels. Even for students who are in one year level there are a range of abilities so student learning is differentiated in every classroom. Based on their own schooling many parents are of the impression that for example, a grade 2 students in a 1/2 will not learn as well as students in a 2/3, which is not the case with the way we currently teach students according to their learning needs.

We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class. Requests for class placements must be made in writing, and can be addressed to Jenny Cowburn, Principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

### Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the *School Policy and Advisory Guide* on Year Level Movement – see [Repeating a Year Level](#) policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where we consider it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information sessions

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Approved by	Principal
Next scheduled review date	August 2026