

## CLASS PLACEMENT OF STUDENTS POLICY & GUIDELINES

### Guiding Principle

The educational interests of the child will be the basis for class placement ahead of all other considerations.

### Rationale

Individual class placements can have significant effects on student achievement and must primarily be based on the school's professional judgements of the child's educational needs, circumstances and interests.

## POLICY GUIDELINES

### Placement Criteria and Considerations

- The child's academic, social, physical and emotional needs.
- Creating balanced class groups across the school.
- Organisational needs

### Communication

Parents are provided with a copy of the policy "Class Placement Policy" on the school website.

Whilst information provided by parents may be considered in some circumstances, the school Administration Team will ultimately make the final decision in regards to student placements.

Each child's class allocation will be provided via Compass prior to the start of Term 1, the day before school starts each academic year to allow for enrolments at the start of the year to be allocated.

### Placement Procedures

Teachers and administrators spend a considerable time selecting the best placement for all students.

The administration team and teachers review all of the drafted lists prior to the preparation of final class groups.

Once class lists are distributed, these are final and no changes will be made.

## Special Placements

'At Risk' children or those with special needs will be identified and recommended for placement first.

## General Placements

- Projected numbers for the new year are estimated and possible class groupings considered by administration.
- Staff are consulted on the preferred class groupings and whole of school structure.
- Teachers place students in classes based on their knowledge and experience of their students.
- Student and staff knowledge is used to provide information on friendship groups.
- Teachers meet to formulate the proposed classes.
- Students are provided with the opportunity to nominate friends and we endeavour to place children with at least one friend.
- Specialist teachers consider class groups to provide their input.
- School administration make a final review of the class groupings.
- Parent requests to change student placements will not be considered by the school's administration.
- The school Administration Team reserves the right to change class placements and class structures at any time.

The successful implementation of this policy will ensure smooth transition from year to year with the overall well-being of every student in the school being considered.