



CLASS PLACEMENT POLICY

PURPOSE

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

Our staff know our students and your family well and how they interact at school in different circumstances. With this in mind, in special circumstances it may be appropriate for parents and/or students to provide input into class placement for the following year as outlined below. Ultimately, responsibility for determining class placements falls with the school, school staff and school leadership.

POLICY

At Kingston Heath Primary School we take a very considered and thorough approach to class placements. We consider social and friendship groupings, individual student needs, teacher observations and academic progress. The process that Kingston Heath Primary School works through to plan each student's class placement begins months before the end of the school year. 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 placement with friends

Kingston Heath Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by October 31st of the year prior so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing to the Principal, outlining who you would like your child to be placed with and why. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Students are given the opportunity to nominate five friends which they would like to be placed in a class with the following year. We endeavor to guarantee at least one of these requests is accommodated unless there are particular circumstances in which this may not be suitable.

Requests for placement with certain teachers

All teachers at Kingston Heath Primary School are caring and committed educators and Kingston Heath Primary School strives to ensure that all students are provided with a high quality education.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are unable to consider these requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* 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 Kingston Heath Primary School considers 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 handbook/manual
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	Principal
Next scheduled review date	October 2026