



Yearly Placement Policy

Rationale:

To make transparent the placement process staff implement when new enrolments are received during the school year and each year in allocating students to classes for the following year.

Aims:

To ensure that FNPS

- Has a transparent placement process articulated and documented in regards to the planning for and placement of students for allocation to classes for the following year
- Demonstrates our commitment to keeping class sizes as small as practically possible

Implementation:

- During Term 4 of each year, teachers will be asked to contribute to the decisions for the class structure and student placement in these classes for the following year. When considering student placement in classes, great care will be taken to ensure that each class reflects the overall nature of the school population. Factors that must be taken into consideration include varying ability levels, gender and students with special needs including integration, social and behavioural. Where practicable students from the same family and extended family, will not be placed in the same class. Prior to publication of the class lists the Leadership Team will also contribute to the making up of the class lists. The criteria for placement of students in classes are as follows:
 - maintaining gender balance where possible
 - balancing personalities and behaviours
 - maintaining small friendship groups where possible
 - ensuring a spread of abilities
- Prep students enrolled for the following school year will have the opportunity to attend a transition program throughout term four. Observations from participation in these sessions, along with Kinder-Prep Transition Reports will assist staff in placing students into classes. Families will be notified of class placements for the following year in December before the close of school for the year.
- Class information will be sent home with each student in the final week of Term 4 and students will move to their new locations for a short time on during the final week of the year. This is intended to assist students for the first day of school in the following year.
- Students who enrol during the school year, will be allocated to classes according to the following criteria
 - Maintaining equity of class sizes across a cohort of classes
 - Maintaining equity of grade levels (in the case of composite classes) across a cohort of classes
 - Maintaining a gender balance where possible

Date Implemented	May 2015
Author	Kay Willmott
Approval By	School Council
Date Reviewed	August 2016
Responsible for Review	Principal/Assistant Principal
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References	Victorian Government Schools Policy Advisory Guide.