



STUDENT PLACEMENT

PURPOSE

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

POLICY

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 issues. 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 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

Requests for placement with friends

Footscray North 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 the end of October 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, outlining who you would like your child to be placed with and why. Requests should be addressed to the 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 placement with certain teachers

All teachers at this school are caring and committed educators and we strive 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 [generally] unable to accommodate 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 *School Policy and Advisory Guide* on Year Level Movement – see [Attendance](#) 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 the 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.

A student will not be retained in the same year level without the agreement of the parent/carer.

FURTHER INFORMATION

Please refer also to the school's *Admission, Enrolment, Promotion of Students and Transfers* Policies.

REVIEW CYCLE

This policy was developed in this format January 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET A-Z Index reference late March 2018).

This policy was ratified by School Council 25/3/2019.

References:

www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx