

CLASS PLACEMENT POLICY

Policy and Procedures

POLICY

Australind Primary School creates its class structures to provide the best possible learning environment for students within budgetary constraints and Department of Education guidelines. Individual class placements are based on teacher professional judgements about students' educational needs.

RATIONALE

To provide clarity to the Australind Primary School community regarding the process for class placement of students.

PROCEDURES

1. The Administration team establish possible class structures for the following year based upon anticipated enrolments and the funding allocation available.
2. Parents/caregivers will be given the opportunity to make a class placement request based on educational needs where one year level is split across two classes. Parents will be notified via P&C meetings, Dojo and via text messages to send a written submission with their reasons, addressed to "The Principal" and marked "Confidential", by a set date. All written parent/caregiver requests will be considered based on individual and school needs, not on teacher preference. It is important to note that parent/caregiver requests will not guarantee student placement in a particular class, and as a school management issue, student placement remains a decision made by the Principal.
3. Staff members meet to determine the placements of their current students for the following year. Planning sheets are prepared by staff to assist with placement decisions. Factors taken into consideration when allocating students to classes include:
 - projected number of students in each year level and past trends
 - spread of students with respect to academic performance, social development and classroom behaviour
 - the educational needs of the students
 - School Psychologist recommendations
 - students with special needs and students at educational risk
 - special circumstances such as twins or individual family members
 - previous class placements
4. Composite classes will be formed based on the following additional considerations:
 - independent students
 - student emotional maturity and behaviour
 - social network
5. Proposed class lists are submitted to the Principal for final ratification.
6. Where possible, class lists will be made available for viewing prior to the commencement of the school year.
7. Class placements are considered final. However, the Principal, in consultation with staff may alter class lists and/or structures in certain circumstances, such as a large number of unforeseen student enrolments or reduction in student numbers.

It is acknowledged by all that friendships are important. However, to ensure balanced classes as outlined above, friendship groups are not a primary determining factor.