

Class Placement Policy

St Albans East Primary School



Date: March 2018

Rationale	Individual class placements are based on the school's professional judgements of the child's educational needs and circumstances.
Aim	To create the best possible learning environment which is equitable to all students and their families. Classes are to be formed in such a way as to best meet the needs of the students within the parameters of resources available to the school.
Implementation	<p>Class List Development</p> <p>The Leadership Team establishes class structures for the following year based upon anticipated enrolments and the funding allocation available.</p> <p>Planning sheets are prepared by teachers to assist with placement decisions and cover academic ability, behaviour, English as a Additional Language (EAL) and emotional and social needs.</p> <p>Teachers meet in Term 4 to establish DRAFT class lists for the following year. DRAFT placements and teacher placements are highly confidential.</p> <p>There is to be no canvassing of parents by teachers to gain student requests or make promises to parents.</p> <p>Specialist and support teachers provide their input to the class lists.</p> <p>School administration makes a final review of the class groupings.</p> <p>Factors considered when allocating students to class are:</p> <ul style="list-style-type: none">- Academic performance- Special abilities and needs- Social and physical maturity- Gender balance- Friendship groups- Previous class placements- School Professional recommendations eg. School Psychologist- Information supplied by parents and/or support groups. <p>Class allocation is sent home before the end of the school year for all children.</p> <p>Changes to class placement will only be considered in exceptional circumstances where staff and/or parents provide relevant information that was not available prior to the process. Requests for any changes to class placements must be made in writing to the Principal. The ultimate decision for classroom placement of students rests with the Principal. New enrolments to the school throughout the year will be appropriately placed in areas of the school where there are vacancies and after consultation with the school's administration team and relevant staff.</p>

Parent requests for student placement may be taken into consideration but are not guaranteed.

Moving Classes

The specified criteria for movement of a child from one class to another are as follows:

- Special needs of children (eg. emotional, psychological, behavioural, disabilities and impairments).
- Equitable distribution of children (eg. learning, gender, behaviour considerations).
- Within department requests (eg. for children to be placed or not placed within a class for family groupings).
- Flexibility in grouping will be encouraged in movement between departments or class levels.
- Each child should have at least one friend accompany him or her to the next class.
- Parents of a kindergarten child could indicate a friend they would like their child placed with.

People who may be involved in the class selection process are as follows:

- The child's class teacher.
- The school's transition teachers.
- Parent(s) of a special needs child.
- Parent(s) who have views regarding family grouping(s).
- Other staff involved in the child's education, such as specialists who have specific special needs information.
- Kindergarten staff.
- The Principal (parents are to write to the Principal regarding these special considerations).

Records of decisions which have been made regarding placement of children for various reasons, especially behaviour, will be kept. The Principal will be responsible for keeping this information.

If there has been an on-going concern during the year and there has been contact between parent, teacher and Principal, a child could be moved to another class in the following year. This action should take place only after discussions with the Principal and the involved parties.

Parents are unable to request a particular classroom teacher.

Student enrolment numbers during the year will be a major factor in class structures.

The final responsibility for class placement and/or pupil movement remains primarily with the Principal.

Evaluation

This policy will be reviewed as part of the school's three year review cycle.

Review Year

March 2021