



## CLIFTON HILL PRIMARY SCHOOL CLASS PLACEMENT POLICY

### PURPOSE

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

### POLICY

The process that Clifton Hill Primary School works through to plan each student's class placement begins well 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.

The composition of classes is a complex and delicate balancing act; taking into account teacher recommendations, friendships, learning styles and needs, suitability of teacher, combinations of children and a range of other factors.

#### **Requests for placement with friends**

Clifton Hill 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 and learning needs.

When a class level is to be mixed the following year, students are given the opportunity to list five friends they would like to be in their class next year. We guarantee to place your child with at least one person from their list. We do not give preference to gender or the order in which friendships are listed. In the event we cannot place your child with children from their list, parents/carers will be contacted to discuss the class placement.

#### **Requests for placement with certain teachers**

All teachers at Clifton Hill Primary School are caring and committed educators and Clifton Hill 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 generally unable to accommodate these requests or it may be at the expense of nominated friendships. 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.

Should you have a significant matter to raise in relation to class composition for next year you need to complete the "Class List – Parent Request Form" provided by the school each year by the date designated by the school. No child will be disadvantaged in regard to class placement

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due to a request by a parent/carer. Only in exceptional circumstances will a change be made to class allocation once published.

### **Requests for students to repeat a year**

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 Clifton Hill 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.

### **REVIEW CYCLE**

This policy was last updated in October 2023 and is scheduled for review in October 2026.

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