



ESSEX HEIGHTS 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 Essex Heights Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may request that their child be placed with or with not a particular student or in a particular class.

Requests for placement with another student

Essex Heights Primary School recognises the importance of students engaging and learning with peers who have similar and different interests. We also recognise the importance of fostering and maintaining friendship groups.

At school, students are provided an opportunity to nominate a short list of learning-partners who they work cohesively with and would like to be with the following year. The teachers endeavour to match students with at least one person from their list.

If there are extenuating circumstances for which a parent/carer would like to request that their child be placed or not placed in a class with a particular student, they need to request this in writing addressed to the Principal, George Perini, before the end of October of the year prior so that the request can be considered in organising classes for the following year. Late requests will not be able to be considered due to organisational complexities. All requests are to remain confidential.

Requests for placement with certain teachers

All teachers at Essex Heights Primary School are caring and committed educators and Essex Heights Primary School strives to ensure that all students are provided with a high quality education.

Whilst it is understood that parents/carers may believe that their child would benefit from being placed in a class with a particular teacher, we are unable to accommodate these requests. Our school's leadership team recognises that all teachers at Essex Heights maintain a high level of professionalism and will always cater for the wide range of student abilities and specific needs in each classroom.

We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation.

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 Essex Heights 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 on October 2019 and is scheduled for review in 3 years.

George Perini

Kristen Steer

Principal

School Council President

School Council - October 2019