



Elwood Primary School No 3942

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Class Placement

PURPOSE

To explain to our school community how Elwood Primary School manages requests for class placements.

BROAD GUIDELINES

The process that Elwood Primary School works through to plan each student's class placement begins in early term 4 before the end of the school year. We aim to create the best teaching and learning combinations possible. We understand that in certain situations, parents and guardians may like to request that their child be placed with a particular friend or in a particular class.

IMPLEMENTATION

Requests for placement

Requests for class placements must be made in writing, outlining learning partners you would like your child to be placed with and why. Requests can be addressed to the Principal or Assistant Principals within the timeframe advertised during term 4. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

We work with the processes of asking the students to nominate a short list of best learning partners they would like to be with, include all teachers of the year level, as well as Specialist input and work towards the best combinations with gender, class size and academic and social/emotional aspects taken into account.

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.

Students are only able to repeat a year level in exceptional circumstances where we consider 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/guardians 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/guardians.

RESOURCES

1. School Policy and Advisory Guide – Attendance policy:
<https://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>

POLICY HISTORY

Version Approval Date:	Summary of changes:	Next Review:
April 2015	Amendments made by Sub Committee, School Council	3 year cycle or as needed
October 2018	Review and amendments made by Sub Committee, approved by School Council	3 year cycle or as needed