

CLASS PLACEMENT POLICY

PURPOSE

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

IMPLEMENTATION

The process that Mount Waverley North Primary School works through to plan each student's class placement begins months before the end of the school year.

All teachers at Mount Waverley North Primary School are caring and committed educators and Mount Waverley North Primary School strives to ensure that all students are provided with a high quality education. The Principal 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.

Furthermore, Mount Waverley North 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.

As part of our class allocation process, students are asked to nominate five peers who they would like to be in a same class with the following year. Every attempt will be made to have at least one of the five peers nominated be allocated to the same class as the nominating child.

We understand that in certain situations, parents and carers may like to request that their child's particular needs be taken into special consideration when classes are being made. Any such requests must be made in writing, via email or letter, addressed to the Principal by the end of the first week in November. Requests for specific teachers or classmates cannot be accommodated. We will not always be able to accommodate requests, but will endeavour to take your wishes into consideration where possible.

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 – see [Attendance](#) policy.

Policy Approved by:	Principal Team
Effective Date:	June 2018
Review by Date:	November 2022

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 Mount Waverley North 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.

EVALUATION

This policy will be reviewed in line with the school's Evaluation of Policies Timetable.

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