



Student Placement Policy

Purpose:

To place children in classes of comparative sizes which will reflect a range of abilities and interests.

2. Guidelines/Implementation:

2.1 Placement for new school year:

Grade teachers in consultation with other staff and the Principal/Leadership team shall be responsible for allocating pupils to classes for the following year.

2.2 Placement of incoming transfers during the year:

Inward and internal transfers shall be made by the Principal or Assistant Principal.

2.3 Every effort shall be made to keep classes of a comparative size.

2.4 Alternatives to traditional age/grade groups will be considered if and where appropriate.

2.5 The following criteria, not necessarily in order, may influence the placement of a student in a particular class:

- | | |
|-----------------------------|------------------------------|
| a. Friendship grouping | f. Parental request |
| b. Educational requirements | g. Gender balance |
| c. Physical requirements | h. Previous class allocation |
| d. Personality factors | i. Teacher history. |
| e. Behaviour patterns | j. Special needs |



- 2.6 Parents/guardians have the right to discuss the placement of their child with the Principal either prior to, or following placement. An invitation will be included in Kossie Capers prior to the process beginning inviting parents to speak with the Principal if they have a request to make in relation to their child's grade for the following year.
- 2.7 Class sizes may be weighted to take account of exceptional circumstances - such a decision shall be the prerogative of the Principal in consultation with staff.
- 2.8 Pre-school staff will be consulted regarding the placement of Prep children.
- 2.9 The allocation of teachers to classes is the responsibility of the Principal.

3. Review/Evaluation:

Every three years as part of the review cycle.

This policy was last ratified by School Council on....

19th June 2023