



Date written: 2019
School Council Ratified: 24th JUNE 2019

Date reviewed: 2019
Next review: 2022

**This Policy has been developed by members of School Council.
This includes both parent and DET representatives.**

PURPOSE

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

POLICY STATEMENT

The process that Greenhills 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 like to request for certain considerations to be taken into account as part of the class placement process.

POLICY PROCESS

By the end of October each year, teachers will provide time for students to select some friends and peers that they would like to work with in their class next year. For students in Years 1 & 2, this is a list of 3 classmates and for students in Years 3, 4, 5 and 6 this is a list of 5 students. The school will then try to ensure that every student has at least one of their selected friends in their class for the following year.

Parents are also able to submit a request. These must be made in writing or via email and be sent through to the Principal by the last day of October. Requests for consideration from parents can include factors such as social, academic and learning needs of students. Making a request is not a compulsory requirement.

Requests around specific teacher allocations are not considered.

The timeline for this process will be published in Term 3 for the following school year.

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 Greenhills 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 AND REVIEW

The Greenhills Primary School Class Placement Policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstances.