



CLASS PLACEMENT POLICY

ISSUE DATE: JULY 2020 | REVIEW DATE: JULY 2024

PURPOSE

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

POLICY

The process that Coburg North 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 that their child be placed with a particular friend or in a particular class.

Class Placement Process

- Approximate enrolment numbers finalised (October)
- Number of classes are determined based on enrolment numbers and funding available
- Parents are informed via Newsletter of parent input (see Parent Request)
- Class Compositions begin by current teachers addressing the school's Class Composition Criteria using Class Creator (see Class Composition Criteria)
- Draft class lists are analysed by principal class and wellbeing team and discussed with each year level team
- Parents are informed of their child's class placements prior to the end of the school year (generally last week of school).

Parent Request

Parent requests are one of the considerations that the school considers during the process. Parent requests are only based upon the student's positive or negative influence they may have when being placed within a classroom. The school does not consider considerations based on personal choice. Parents will be notified in the school's newsletter (usually in October) when parents are able to contact the school regarding any concerns. Requests for class placements must be made in writing via the school's email address at: coburg.north.ps@education.vic.gov.au. We will not always be able to accommodate class placement requests but will endeavour to take your wishes into consideration where possible.

Class Composition Criteria

The following criteria is considered when creating class lists:

- Students with special learning styles and needs
- High achieving students
- Balanced male/female ratios
- Known interpersonal relationships that will maintain a positive class climate
- Teacher recommendation
- Parent input/concerns
- Friendships

[Requests for placement with certain teachers](#)

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

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are unable to consider these requests. Our school's leadership team have 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.

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. 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 Coburg 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.

[Final Decision](#)

The school endeavours to try and meet all student and parental requests using the process outlined above, however not all requests can be guaranteed. The school leadership team reserves the right to adjust class placement as necessary for practical, educational or operational reasons.

FURTHER INFORMATION AND RESOURCES

Enrolment Policy; Attendance Policy; Foundation Transition Program.