



NEWHAM PRIMARY SCHOOL

Class Placement Policy

PURPOSE

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

POLICY

Often the numbers of students at Newham Primary School will automatically determine the mix of students and year levels in each classroom. Otherwise, the process that Newham Primary School works through to plan each student's class placement begins months before the end of the school year.

The composition of classes is a complex and delicate balancing act, with the following factors taken into consideration. Teacher recommendations, student indication of preferred peer groups, friendships, learning styles and needs, suitability of teacher, combinations of children, an accommodation of cohort needs, and the ability of the structure to allow student intake throughout the year as well as a range of other factors.

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.

Requests for placement with friends

Newham 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 and learning needs.

When a class level is to be mixed the following year, students are given the opportunity to list a number of friends or acquaintances they would like to be with in their class next year. We will endeavour to place your child with at least one person from their list. We do not give preference to gender or the order in which names are listed. In the event we cannot place your child with children from their list, parents/carers will be contacted to discuss the class placement.

Requests for placement with certain teachers

All teachers at Newham Primary School are caring and committed educators and Newham Primary 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, due to our size, we are generally unable to accommodate these requests. At Newham Primary School we 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.

Should you have a significant medical, social/emotional, or 'specific learning need' matter to raise in relation to class composition for next year you need to contact the principal to assist with student placement. This is offered for those parents who wish to provide information they feel will be useful in helping us make placement decisions. Due to our size there is no guarantee your child will be with a particular teacher or in a particular class. Contact needs to be made with the principal by the 1st of November. No child will be disadvantaged with regard to class placement due to a request by a parent/carer. Only in exceptional circumstances will a change be made to class allocation once published.

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) 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 Newham 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Reminders in our school newsletter
- Hard copy available from school administration upon request

REVISION HISTORY

For noting, School Council approval is not required.

Class Placement Policy					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	November 2022	14 th November 2022	Prepared in line with DET guidelines	Simone Wood	November 2026
2					