



**Government  
of South Australia**

Department for Education

# **HAPPY VALLEY PRIMARY SCHOOL**

## **CLASS PLACEMENT POLICY**

RESPECT

RESPONSIBILITY

INTEGRITY

## Vision

Individual class placements are based on professional judgments regarding the student's educational needs, circumstances and interests.

## Purpose

Classes are to be formed in such a way as to best meet the educational needs of the students within the constraints of the resources provided.

Beginning Year placement - Class compositions for the beginning of each year are determined through a collaborative process with staff in term four of the preceding year.

New enrolments during the year - New students are placed in a class by the leadership team in consultation with the staff concerned.

## Policy detail / actions

The Leadership team and staff make decisions about the number and structures of classes for the forthcoming year. All classes are made up of students of mixed learning abilities. Staff prepare draft homogenous class lists taking into consideration the following factors when placing students:

- Special abilities and needs
- Social and physical maturity
- Special needs such as siblings and family situations
- Gender balance
- Behaviour
- Academic performance
- Needs of children for whom English is a second language or children from non-English-speaking backgrounds
- Information supplied by parents and/or relevant support personnel
- Social network
- Previous class placements

Decisions are made with a view to establishing balanced and equitable class groups that will potentially work well together. It is possible for **any** child to be placed in either a straight or composite year level class based on the above considerations. Due to annual variations in staffing for teachers we cannot accept any requests for individual students to be placed with specific personnel.

The school will endeavour to place children with at least one friend.

In Term 4 parents are invited, via a notice in the newsletter, to supply relevant information regarding the special needs of their children during the placement process by writing a letter to the Principal.

Where relevant information is supplied by the due date, this will be considered based on individual and school needs. If issues or information supplied is of an ongoing nature, requests need to be made on an annual basis. There is no guarantee that all parent requests will be met and after the due date changes to class structures will not be made.

## Special Circumstances

The Principal in consultation with the leadership team may place a student in any class in the school according to 'Special Circumstances'.

This will happen in the case of a student with special needs requiring a class placement that **best suits the needs of the student and the school circumstances** at the time. It does not always need to follow other placement criteria.