

# BATEMAN PRIMARY SCHOOL

## STUDENT CLASS ALLOCATION POLICY

All decisions around the placement of students into classes shall be based on the guidelines outlined in this policy. The structure of classes shall be determined by the Principal, in consultation with staff, and should be based around Education Department regulations, staffing availability and capacity, student needs and school organisational requirements.

THE ALLOCATION OF STUDENTS WILL BE BASED UPON A CONSIDERED DISTRIBUTION OF –

- Academic ability
- Behavioural factors
- Special Needs considerations
- Peer support
- Gender balance

FACTORS WHICH MAY INFLUENCE CLASSROOM PLACEMENT

- Teacher judgements
- Parent requests based on **sound educational grounds**
- Student socio-grams

It is acknowledged that it may not always be possible or desirable to have all of the above factors met in some circumstances.

PROCEDURES

- Parents will be provided with a copy of the Class Placement Policy in Term 4 of each year.
- Parents may make requests for classroom placement based on **student academic grounds** within a given timeframe.
- Staff will use the Class Placement Policy to develop classes for the following year in Term 4.
- The Principal and Deputy Principal will review class lists to ensure that the allocation process has been adhered to where practical.
- Class lists will be displayed on the Friday prior to the commencement of the school year.
- Any questions regarding class placements should be directed to the Principal.

APPEALING AGAINST CLASS PLACEMENT

- Parents are asked to wait at least two weeks from the start of the school year before requesting a review of their child's class placement and provide reasons for this request.
- The parent may ask that the decision be reviewed if circumstances change throughout the year and the school may similarly contact the parent if such a move does become possible during the year.
- The school will not move other people's children based on a parent request or review process.

**ENDORSED BY BATEMAN PRIMARY SCHOOL COUNCIL ON 2 NOVEMBER 2015**