



**Henley
Brook**
PRIMARY SCHOOL

Class Placement Policy

• Updated 8 November 2023

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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. The school creates these classes based upon the professional judgments of staff with the aim of creating the best learning environment for each student to meet their educational needs, interests and circumstances.

Process

The school's Leadership team establishes class structures for the following year based upon anticipated enrolments and estimated funds indicated by the student-centred funding model to employ teaching staff.

Once class structures have been drafted, typically late in Term 4, staff meet to establish class lists for the following school year.

The following factors are considered when allocating students to classes:

- Projected number of students in each year level
- Projected enrolments based on past trends
- Ratio of boys to girls
- An even spread of students with respect to academic performance, social development and classroom behaviour
- The best educational needs of the student
- School Psychologist recommendations (limited to students they work with)
- Special circumstances such as twins or individual family members
- Constraints of resources or facilities

When forming composite (split year level) classes the following are also considered with above:

- Independent work ability of students
- Academic performance
- Social maturity
- Previous class placements

Final class list submissions will be ratified by the Principal.

Parent Request

- Parents are able to make a class placement request based on **educational needs**.
- Parents will be notified in the school newsletter to send a written submission with their reasons, addressed to "The Principal" and marked "Confidential" by a set date.
- All written parent requests that arrive by the due date will be considered based on educational merits and in relation to the class structure process outlined above.
- Any late submissions will not be considered.
- The school cannot guarantee that parent requests will be met.

Advertisement of Class Lists

Where possible, class lists will be made available for parents to view before the end of the current academic year. However, given our school is in a fast growing and ever changing location, classes will more than likely not be advertised until January the following year, just prior to school commencing.