



CLASS PLACEMENT

PURPOSE

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

POLICY

The process that Kingslake 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.

Requests for placement with friends

Kingslake 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.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to the principal of the school. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

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 Kingslake 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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	5/4/2022
Approved by	Principal
Next scheduled review date	Term 1 2025