

PRINCES HILL PRIMARY CLASS PLACEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school as follows: princes.hill.ps@education.vic.gov.au or 93895300

PURPOSE

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

POLICY

The process that Princes Hill Primary School works through to plan each student's class placement begins before the end of the school year.

The Leadership Team establishes learning neighbourhood structures for the following year based on anticipated enrolments and the funding allocation available.

Neighbourhood Formation

Our school will have a combination of single year level and multiple year level neighbourhoods each year. Where possible the prep neighbourhood will be a single year level to help transition children from kindergarten to school.

The formation of other neighbourhoods will be based firstly on the number of children in each neighbourhood and the space available. As a government school we are funded for one mid-range teacher for every 25 children. Within this model it is expected that junior school home groups will comprise no more than 23 children. Senior school home groups will therefore have more than 25 children. However, the aim where possible is to keep home groups below 30 children.

At the end of each year, in consultation with staff, a neighbourhood structure, with single level and multi-year-level neighbourhoods, for the following year is determined to ensure neighbourhood numbers are in line with these requirements.

Class allocation

The following factors are considered when allocating students to homegroups/learning neighbourhoods:

- Academic performance
- Special abilities and needs
- Social maturity
- Gender balance

- Student friendships
- Previous class placements
- Equitable distribution of numbers across homegroups
- School Professional recommendations e.g. School Social Worker
- Information supplied by parents

Class allocation is sent home before the end of the school year for all children. Changes to class placement will only be considered in exceptional circumstances where staff and/or parents provide relevant information that was not available prior to the process.

New enrolments to the school throughout the year will be appropriately placed in homegroups where there are vacancies and after consultation with the school's administration team and relevant staff.

Requests for class placement

Princes Hill 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.

Students are asked to nominate a short list of friends they would like to be in a homegroup with the following year which is taken into consideration aligned to the above criteria for allocating students to classes.

If you would like to request that your child be placed in a particular homegroup/neighbourhood due to special needs or family groupings e.g. with regard to siblings, please ensure that you make this request in writing to the Principal by November of the year prior so that we can consider your request in organising our classes for the following year. princes.hill.ps@education.vic.gov.au

We will endeavour to take wishes into consideration where possible but may not be able to accommodate all requests.

Parents are unable to request a particular homegroup teacher.

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 Princes Hill 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

POLICY REVIEW AND APPROVAL

Policy last reviewed	10 July 2023
Approved by	Principal
Next scheduled review date	10 July 2027