



KARDINYA PRIMARY SCHOOL
Learning for Life

CLASS PLACEMENT GUIDELINES POLICY

Review Date	November 2025
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PURPOSE

Kardinya Primary School has a process in place for allocating students into classes each year. The procedure ensures that the professional judgement of both the teaching staff and administrators is informed and that all available information is applied to the placement process. The interests of children are paramount to the decisions taken by the school.

Classes are formed to provide the best possible learning environment for all students within the budgetary constraints and Department of Education guidelines.

Process 1. The Executive Team determines structure options for the following year based upon anticipated enrolments, enrolment trends and the need for flexibility.

Process 2. In Term 4, the Principal advises parents via the school newsletter that student placements are being considered for the following year. Parents and carers may provide the Principal with specific information about their child's learning needs. Such information would not include a request for a particular teacher. The information should be provided in writing (letter or email), directly to the Principal and not via third party or the school's general email address. This information will be referenced, along with other available information, during the class placement process. Requests should be made each year and not assumed previous requests are considered.

Parents are advised that these requests are considered but not automatically accommodated.

Process 3. Staff members in each Year level meet to determine the placement of their current students for the following year, taking into consideration the criteria below:

- Classes are to be homogenous with respect to academic performance, social development and classroom behaviour
- Special educational needs of a student
- Gender balance
- School psychologist's recommendations
- Friendships – classes will be set to both enable the integration of new students and provide opportunity for students to broaden their friendship group.
- Class placements in previous years
- Constraints of resources or facilities

Process 4. Class lists will be formed and then reviewed by all staff.

Process 5. Class lists are then submitted to the Executive team for further review.

Should there be the need to form a composite Year level class, the professional judgement of the Principal, Executive team and relevant teaching staff from the previous year will decide the placement of individual students. The final decision on class placement remains with the Principal. The class lists will be displayed outside the office during the last week of fourth term. Staff will be available to direct parents to classes on the morning school starts.

Melanie Clark

Principal