

Doncaster Gardens Primary School

Class Placement Policy

PURPOSE

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

POLICY

The process that Doncaster Gardens 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 wish to put in requests regarding their child's placement.

Requests for placement

Doncaster Gardens 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.

As part of our transition processes, students are asked by class teachers to nominate a short list of friends they would like to be with the following year. Where possible, students will usually be placed with at least one of the students on their list. Other factors play a part in class placement and all class lists are developed with staff who have an in-depth knowledge of the students. The final placement is the principal's decision.

Parents are invited to put in any requests they have for their child's placement for the following year. These requests will be considered by the principal and will only be considered if this request is:

- In writing outlining reasons and addressed to the principal
- Follows the advertised timeline (usually by end of October)
- Before our transitions sessions begin and classes are finalised.

We will not always be able to accommodate class placement requests and will endeavour to take your wishes into consideration.

Requests for placement with certain teachers

All teachers at Doncaster Gardens Primary School are caring and committed educators and Doncaster Gardens Primary School strives to ensure that all students are provided with a high-quality education.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are unable to accommodate these requests. Our school's leadership

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team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Repeating 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 Doncaster Gardens 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
- Included in staff meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	March 2029

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