



[Help for non-English speakers](#)

[If you need help to understand the information in this policy please contact the school office.](#)

Purpose

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

Policy

The process that Coatesville 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/carers may like to request that their child be placed in a class with a friend.

Coatesville Primary School uses the following guidelines (but not limited to) when allocating students into classes (in no particular order):

- A range of academic abilities.
- Equitable distribution of students requiring behaviour management.
- Equitable distribution of students with health needs.
- Consideration given to student friendships.
- Age and gender balance.
- Equitable distribution of numbers across a year level.
- Appropriate distribution of students from non-English speaking backgrounds.
- Recognition of parental consultation and student consultation regarding class placement of multiple births.
- Consideration of access to the physical learning environment for students with a disability/special needs.

Requests for placement with friends

Coatesville 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 select six learning buddies towards the end of each year which are taken into consideration when allocating classes.

If you would like the school to consider a Class Allocation request for your child under the grounds of;

- Medical
- Social/Emotional; and/or
- Specific Learning Needs,

Please ensure this request is made by the end of Term 3 the year prior so your request can be considered.

Requests for class placements must be made in writing, by completing the 'Class Allocation – Specific Student Need Request Form.' We **DO NOT** guarantee class placement requests, but will endeavour to take your wishes into consideration where possible.

Requests for placement with certain teachers

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

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

Requests for students to repeat a year level

Our school will follow the Department of Education policy in the School Policy and Advisory Guide on Year Level Movement.

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 Coatesville 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/carer.

Other

Requests from parent/carers and/or students from previous years will not be taken into account when creating classes for the following year.

Evaluation

This policy will be reviewed every third year as part of the school's regular policy review cycle.

Class Allocation – Specific Student Need Request Form

Date: _____

Student name: _____ Grade: _____

Parent name: _____ Phone Number: _____

Reason for Request (please tick):

- Medical
- Social / Emotional
- Specific Learning Needs

Details of Request:

Requests for class placements must be made in writing, by completing the ‘Class Allocation – Specific Student Need Request Form.’ We **DO NOT** guarantee class placement requests, but will endeavour to take your wishes into consideration where possible.