Billanook 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 class placement process at Billanook Primary School begins months before the end of the school year. Significant time and consideration are given to the placement of each student.

There are a range of elements to consider, including gender balance, social cohesion and teacher/student compatibility. We value the balance social/emotional and academic needs within a classroom, and also consider students requiring additional support.

We understand that in certain situations, parents and carers may request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

Billanook 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.

In Term 4, students will be asked to create a 'circle of friends' noting 5-6 friends that they may like to be placed with for the following year. Friendships are not ranked, with each student receiving equal weight. Students will usually be placed with at least one friend from their list in their future class.

The exception to this is where the school deems the friendships to impede the learning or wellbeing of the child or children involved.

Parent/carer requests for friendship groups are not able to be considered.

Requests for placement with certain teachers

All teachers at Billanook Primary School are caring and committed educators, we strive to ensure that all students are provided with a high quality education.

Whilst we appreciate that parents/carers may wish that their child would benefit from being placed in a class with a particular teacher, we are generally unable to accommodate 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. This is at the discretion of the Principal. Parents will be advised of the situation if it arises.

Requests for students to repeat a year

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.

Students are only able to repeat a year level in exceptional circumstances where Billanook 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 and will be an integral part of the decision making process. Students will not repeat a year level without the consent of parents/carers.

Other Requests

Requests for class placements must be made in writing to the Principal, with an explanation for the request. Requests can only be based on exceptional academic/social/emotional need. Due to the complex nature of class creation, we will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

The final decision on class placement sits with the Billanook Primary School Leadership Team.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2030