

# Student Placement Procedures

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## Purpose:

To ensure that all children are placed appropriately to achieve successful outcomes taking into account age, academic, social and emotional development factors.

## Scope:

The procedure applies to all students at the school.

## Responsibilities:

- The Principal will make the final decision about placement of students into classes or groups, following consultation with staff, and parents if appropriate.
- The Board of Trustees will recognise that placement of children into class groups is the professional task of the principal and staff and will be bound by this decision.

## Procedure:

Placement of any children with specific learning, social or emotional needs is subject to the provision of adequate support.

Children entering school at age 5, whose birthdays are in January, February, March, April, May and June will complete Y1 in the current year and enter Y2 at the beginning of the next year.

Children entering school from July 1 will complete the year as Y0 and be classified as Y1 in the following year.

Discretion is allowed for children whose birthday falls within the month of June.

Children entering Kilbirnie School from other schools will be placed according to these criteria.

No child will be retained in this school for the year in which they turn 12.

The school recognises that class placement is an important issue for teachers, children, and their parents/caregivers. As such, much time and thought is put into the selection of classes, particularly as there are several composite classes in the school each year.

The criteria for placing children into classes will be based primarily on age; this is in recognition of the importance of children completing their schooling with children of their own age group.

The following process is followed to determine class placement prior to publication:

- A table with classes and indicative numbers of children from each year group is publicised in the school newsletter

- The principal consults with teachers of students going into classes to discuss academic, social and emotional development
- Children are asked to provide the names of three other children they would like to work with and this information is used to ensure friendship patterns are continued.
- Parents/caregivers will be consulted if there is any concern regarding promotion or placement. From time to time parents may wish to discuss special circumstances regarding placement of children with the principal.
- When there is more than one class of any year level, the principle of having classes of mixed abilities is considered when making class placements.

Every effort will be made to display class lists on the Friday of the second to last week of the year. In some situations teacher placements will be deferred until the New Year.

**Document Control**

<b>Version</b>	<b>Status/change</b>	<b>Date</b>
v1.0	Reviewed by Kilbirnie School principal	February 2014
v1.1	Formatted and minor editing	May 2017