Ararat Primary School
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Ph: (03) 5352 1253
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CLASS PLACEMENT POLICY

Help for non-English speakers - If you need help to understand the information in this policy, please get in touch with Administration at Ph. 5352 1253

BACKGROUND

Ararat Primary School is a Victorian government supported inclusion school.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop essential skills, knowledge and values that set them up for further learning and active participation in their local community.

PURPOSE

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

POLICY

The process that Ararat 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 like to make requests for their child's class placement.

The primary objective of educators and leaders at Ararat Primary School is to ensure that students are placed in classes that enable them to reach their maximum potential and achieve success. This involves a comprehensive approach considering each student's strengths, abilities, and learning styles. Carefully assessing students' capabilities and needs, our educators aim to match them with appropriate classes and educational opportunities that foster their growth and development.

The overarching goal is to create a conducive and supportive learning environment where we feel students can thrive academically, socially, and emotionally, leading to a fulfilling and successful educational journey.

STUDENT VOICE / STUDENT PREFERENCES

Ararat Primary School allows students to nominate a minimum of five friends for potential placement in the same class for the following year. The order of the friends is not a deciding factor, and there's a possibility that only one of the nominated friends may end up in the same class. If your child is placed in a class without any of their chosen friends the school will contact you to explain this decision. This approach aligns with our overarching goal of promoting student success by fostering a supportive learning environment. By enabling students to have a say in their class composition, we aim to create

a space where they can excel academically and personally. A new school year with new classmates encourages the expansion of social circles, giving students opportunities to connect with new individuals and form diverse friendships.

PARENT REQUESTS

Ararat 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.

Teachers take into consideration both the wellbeing of students and their academic needs into consideration when forming classes. As a rule, we do not take requests from parents for placement with friends unless there are extenuating circumstances. If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by the end of term three of the year prior so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing and emailed to tom.hogan@education.vic.gov.au no later than Friday 9th October (first week of term four). We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

REQUESTS FOR PLACEMENT WITH CERTAIN TEACHERS

All teachers at Ararat Primary School are caring and committed educators and Ararat Primary School strives to ensure that all students are provided with a high quality education. We are confident that students in every class will receive the best education possible.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are generally 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.

REQUEST FOLLOWING CLASS ANNOUNCEMENT

The school will not action any request made to the school following class announcement unless there are extreme extenuating circumstances.

TRANSITION BETWEEN NEXT YEAR LEVEL:

Each year in term 4, the school will run multiple transition sessions for students to move to the next year level. The first of these sessions will be moving into the next year level with their current class. The following sessions will be with their class for the following year. The aim of this is to build confidence with their new classmates and teacher as well as familiarise themselves with the new environment and routines.

COMMUNICATING ANY OTHER CONCERNS WHICH MAY IMPACT CLASS PLACEMENTS

If you believe there is information which may be relevant in placing your child in an appropriate class, this should be put into writing and emailed to tom.hogan@education.vic.gov.au before the end of week one in term four.

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.

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 Ararat 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
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	06/08/2026
Approved by	Principal
Next scheduled review date	06/08/2030