

Class Placement



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 98742511.

PURPOSE

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

POLICY

The process that Vermont 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 request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

Vermont 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

Students are asked to nominate 5 students they would like to be in a class with, a minimum of 1 of the nominations is to be a student who is currently in another class. The school endeavours to ensure each student receives at least 1 of their nominated friends. If the school is unable to do this, the parents and or guardians will be informed prior to class placements being announced. This will only occur under extenuating circumstances such as a clash with a confidential request.

Parents and Guardians

Parents and guardians are invited to make requests based on academic and emotional needs of their child. Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to the Team Leader of the current year level. All class placement requests must be submitted by the date specified by the Principal in the school newsletter. Late requests cannot be considered due to the complexity of the class placement process.

Vermont Primary School will not always be able to accommodate class placement requests, but will endeavour to take the wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at Vermont Primary School are caring and committed educators and Vermont Primary 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 generally unable to accommodate all of these requests. Our school's Leadership

Team (principals, leading teachers, learning specialists and team leaders) have 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. Students will not be moved between classes during the school year unless exceptional circumstances arise and this occurs in consultation with the Principal team. Parents will be informed if required.

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the *School Policy and Advisory Guide* 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 Vermont 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.

Student Placement

When forming classes for the next year, the following information will be considered by the current classroom teachers in consultation with Specialist Teachers and past classroom teachers:

- Gender Balance
- Academic Needs and Balance
- Behavioural Needs and Balance
- Students with Additional Needs
- English as an Additional Language Needs
- Emotional and Social Needs
- Friendship requests
- Parental requests (where possible)

COMMUNICATION

This policy will be reviewed in accordance with Department Guidelines. It will be communicated to our school community in the following ways:

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

- Available publicly on our school’s website
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | May 2026 |
| Approved by | Principal |
| Next scheduled review date | May 2029 |