

Class Placement of Students

PURPOSE

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

POLICY

The process that Brighton Beach Primary School (BBPS) 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 a request based on their child's individual needs.

Implementation

- During Term 4 of each year, teachers will begin the process of student placements for the following year. They will use their knowledge of students' backgrounds, friendship groupings and a balance of gender to create the new class groupings. Teachers will also strive for an academic and behavioural balance within each class.
- Teachers will ask the students for a list of **at least 5** of their friends of whom they learn well with. They will be guaranteed **one** of these choices.
- Teachers will prepare *draft* lists of the following year's classes. Teachers will collaborate with teams from previous years, along with the specialist team, to consider the new class groupings.
- *Draft* class groupings will be considered by the Principal and Assistant Principal, and any requested changes made.
- A transition session will be planned for the students to meet their new teacher. This will occur towards the end of Term 4, in preparation for the following year.
- Once finalised, classes can sometimes change due to unexpected enrolments in a given year level.
- Prior to the school year starting, the school has the discretion to amend class placements as a consequence of unexpected enrolments.

Class Formation and Class Sizes

Class sizes and class structures are determined by the school, in accordance with Department of Education requirements, available staffing and resources, student needs, curriculum considerations and the physical facilities of the school. The Department provides for class sizes to be planned on an average of 21 students for P-2 and an average of 26 students across P-6, with the Principal having flexibility to determine class organisation within these parameters.

The school will consider relevant information provided by parents and carers when forming classes; however, decisions regarding class composition, class structures and student placement remain the responsibility of the school. These decisions are made with the aim of establishing balanced, educationally appropriate classes that support the learning and wellbeing of all students.

Requests for placement with friends

BBPS 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.

Parents will be given the opportunity to provide a written request to the Principal, outlining any **educational** requests they may have for their own child. **Requests must have an educational basis** (academic, social and emotional needs). We will not always be able to accommodate class placement requests, but will endeavour to take into consideration where possible. Parents will be informed if their request cannot be met.

Parents will be notified during Term 3 via the school newsletter when requests can be made. These requests will be due to the school by the end of Term 3. Any requests received after this timeline will not be considered.

Requests for placement with certain teachers

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

Whilst we appreciate that you may wish that your child be placed in a class with a particular teacher, we are unable to accommodate these requests. The leadership team has an in-depth understanding of year level teaching teams and will always endeavour to place students with teachers who 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

BBPS 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.

The standard practice is for all students at the end of each year to promote to the next year level. When the possibility for an additional year is raised, we exercise our professional expertise and judgement and involve stakeholders who have knowledge of the student's needs.

Students generally only repeat a year level in exceptional circumstances where it is deemed to be to the long-term benefit for the student. Full consideration is given to their wellbeing; including social and academic needs. We will ensure this decision is made in partnership with parents/carers based on careful consideration of all options and advice suited to the student's individual 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 parent information nights/sessions
- Reminders in our school newsletter

POLICY REVIEW AND APPROVAL

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