

CLASS PLACEMENT POLICY



Help for non-English speakers

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

Phone: [\(03\) 9398 2806](tel:0393982806)

Email: seaholme.ps@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to all students and families in relation to requests for class placements.

DEFINITIONS

Learning buddies: a learning buddy is another student, not necessarily a friend, who they work well with, within a classroom.

POLICY IMPLEMENTATION

The process that Seaholme 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 have specific educational requests.

Class placement process

Parents/carers are advised that if they would like to make a specific request (e.g. your child be placed in a class with particular students, your child be placed in a class without particular students, a certain type of teacher or any other request) then they need to do so by the date outlined in the school newsletter or COMPASS feed. Specific requests for class placements must be made in writing, outlining the request and reason for the request. Requests can be addressed to the Principal or Assistant Principal. Seaholme Primary School will not guarantee to accommodate class placement requests but will endeavour to take your wishes into consideration where possible. Requests for specific teachers are unable to be considered.

Students at Seaholme Primary School are able to list four Learning Buddies. We will try to ensure that all students have at least one of their selections. Please note that parents/carers requests may override student requests.

Teaching staff can also request that students are grouped together or separate.

Teaching staff use the above information along with pre-determined class structures, to plan for class placements. We endeavour to ensure all classes are even in terms of behaviour, gender and academic achievement while also developing a cohesive classroom that will provide the environment for social, emotional and academic growth.

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 suited to match the students' 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.

The school principal, as the Educational Leader of the school will make the final decision on class placements.

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Student and parent notification

Students will be advised of their placement for the following year in preparation for transition session late in the current year. Only in exceptional circumstances are parents notified individually and prior to the transition session.

Requests for students to repeat a year level

Our school will follow the Department of Education Policy - Year Level Movement – see [Attendance](#) 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 Seaholme 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 and communications platform (COMPASS)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Discussed at student forums
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

Related department Policies

The Department's Policy and Advisory Library (PAL):

- [Attendance](#)
- [Repeating a year level](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal
Consultation (Not required)	Noting at School Council October 2025
Next scheduled review date	October 2028