



Class Placement Guidelines

Outlined below is the process we use at Allenby Gardens Primary R-6 to place students in their respective classes for the start of the year. Also included are frequently asked questions that families have asked about class placements.

Allenby Gardens Primary R-6 staff are committed to meeting the educational needs of all students. A great deal of thought, planning and time goes into placing children into classes each year.

When placing students in classes, the school will consider a range of information in order to form educationally and socially balanced classes. Classes will be formed to best meet the needs of the students within the constraints of the resources provided. Class structures, class compositions and the allocation of students to classes, are all developed through consultation with staff and the Leadership team.

Criteria that we use to make up class lists

Factors influencing class structure are:

- The educational needs of the students
- The projected number of students in each year level
- The ratio of girls to boys
- Projected enrolments during the year based on past trends
- The number of teachers employed at the school
- Resources and facilities

Factors which are considered in the placement of students include:

- Learning needs
- Behaviour
- Gender
- Learning and social networks
- Including a minimum of one friend
- Family situations e.g., twins, siblings

The Leadership team and teaching staff will decide the placement of individual students. Family input regarding their child's educational needs will be considered when it aligns with the placement criteria.

Process for placing students into classes

Parent opportunity

Parents/carers have the opportunity to provide us with information that you believe to be important, as we consider the placement of your child/children for the following school year. You may wish to include information regarding your child's learning, social or emotional needs, or relationships with other students. We will not consider requests for specific teachers.

Information must be e-mailed dl.0473.info@schools.sa.edu.au or given to Front Desk staff at school by **Term 4, week 2 Friday**. Information received after Friday of week 2, T4 is not able to be accepted, as the process will have moved onto the next stage by then.

Please be mindful that there are no guarantees that your requests will be fulfilled. By submitting a request, it gives the school an opportunity to consider many different viewpoints. Please also be mindful that requests are kept confidential within the school and sometimes requests are conflicting.

Students

Students have the opportunity to provide us with the names of 4 friends that they would like to have in their future class, and we guarantee that they will be with at least one of those friends. Friends are not ranked by preference.

Staff

Based on the criteria listed, Allenby Gardens Primary R-6 staff meet early Term 4 to establish classes for the following school year. During this process, changes and adjustments are made. Each change may trigger a chain reaction of other changes. Proposed class lists are then submitted to the leadership team for final ratification.

Student class placements will be communicated to families in conjunction with Term 4 student reports. The successful implementation of these guidelines ensures smooth transition from year to year with the learning and wellbeing of every student in the school being paramount.

No changes will be made to classes after parent, staff and student input has been considered.

Frequently asked questions

Why does the school have some composite classes instead of having straight year level classes?

Staffing is dependent upon the enrolment in each grade. The class distribution is considered on the basis of student numbers. The distribution of classes may change each year according to enrolments in the school and the effects of different numbers in each class or year group.

My child is in a composite class, will they be disadvantaged?

No, within any classroom setting there is a diverse range of abilities, where the teacher is required to differentiate. In accordance with the Australian Curriculum, all students are assessed according to their assigned year level.

My child has not been placed with one of their friends.

As children are placed with **one** of their four nominated friends – this may differ from the request of families. Students are asked to nominate four people **in their year level** that they work well with and support them with their learning.

Can I request a particular teacher for my child either in writing or through discussion with my child's present teacher?

No, this is not part of the class placement process.

Can I provide information to support the informed placement of my child?

Yes, as long as the information aligns with the placement criteria stated.

Why haven't my requests been actioned?

All family requests are seriously considered and recorded. At times, family requests can be conflicting to another family's request, to the student's requests, from the professional opinion of the teachers.

Do teachers request certain student placement into their classes?

No, as teachers are not generally assigned to a class until after the class placement process. Teachers focus on class balance to ensure a successful year for all classes.

When I get my child's class placement, can I request that it be changed?

The class placements are considered final. Changes to placement are rare due to the fact they cause a chain reaction and impact on the class balance. We consider the learning and wellbeing of each individual during the placement process and families must realise their child is part of a complex equation in school placements.

How can I help my child during the process?

Families can help by supporting the informed decisions of the staff and ensuring all conversations with their children are positive and encouraging.