



Help for non-English speakers

If you need help to understand the information in this policy, please contact the principal or assistant principal.

PURPOSE

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

POLICY

The process that Ardeer 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

Ardeer 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. Additionally, strong consideration is given to whether keeping certain friendship pairs together is of mutual benefit and requests that may have been made by other parents and carers. However, the final determination of the grade structures and its composition is made by the principal.

Parent requests for class placements based on friendships, must be made in writing (letter or email) to the principal outlining who you would like your child to be placed with/not placed with and why. This is required by Week 2, Term 4. **Requests after this time will not be considered.** Requests will be discussed with the current year's teacher/s and school leadership. 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 Ardeer Primary School are caring and committed educators and Ardeer Primary School strives to ensure that all students are provided with a high-quality education.

Whilst we appreciate that parents and carers may wish that their child would benefit from being placed in a class with a particular teacher, we are 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.

Class Placement Policy

Requests for students to repeat a year level

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

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Reminders in our school newsletter and or Compass platform
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Consultation	School Council-16.6.25
Endorsed by	Principal
Next scheduled review date	May 2027