



## CAULFIELD PRIMARY SCHOOL CLASS PLACEMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office.

### PURPOSE

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

### POLICY

The process that Caulfield 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

Caulfield 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.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by the end of Week 2 of Term 4 of the year prior so that we can consider your request in organising our classes for the following year. Any requests submitted to the school after this date will not be considered.

Requests for class placements must be made in writing and sent to the school office, outlining who you would like your child to be placed with and why. Requests can be addressed to the Principal and Assistant Principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

As part of the class composition process, students will be asked to nominate a short list of friends, and the school guarantees that at least one of these nominated peers will be placed in their class. To support well-rounded decisions, the school uses Class Creator—a specialised tool that allows teachers to input key information such as academic progress, social and emotional development, language background, and any additional learning or behavioural needs. Parent requests are also entered onto the system at this stage. Throughout the process, from the initial stages to the final class lists, all current classroom teachers are actively involved to ensure their professional insights contribute to creating balanced, supportive, and productive learning environments for every student.

## Requests for placement with certain teachers

All teachers at Caulfield Primary School are caring and committed educators and Caulfield Primary School 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, requests for a certain teacher will not take priority over the balanced class composition that would benefit the entire cohort of students. Our school's School Improvement 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.

## 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 circumstances where Caulfield 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 staff in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2025
Approved by	Principal
Next scheduled review date	August 2028