



INDIVIDUAL CLASS PLACEMENT PROCEDURES

1 PRINCIPLES

- 1.1 The Principal is responsible for managing the enrolment and class placement of all students in the school. Any review of placements is the responsibility of the administration.
- 1.2 Individual class placements will be decided in consultation with the staff of Edgewater Primary School based on the child's best educational interests.

2 BACKGROUND

The total student enrolment of the school determines the funds made available through the Department of Education's Student Centred Funding Model. The Principal determines the allocation of teaching and non-teaching staff based on the funding provided.

At times it is necessary to compile a number of composite classes (e.g. Year 5/6). This should not cause a concern to parents as even in straight years all teachers form groups within the class according to needs.

3 PROCESSES FOR CLASSROOM PLACEMENT

- 3.1 The school administration establishes the anticipated enrolment figures for all year levels.
- 3.2 Based on the total predicted enrolment figures and staffing allocations, school administration and staff establish the number of classes and class composition.
- 3.3 Prior to the end of Term 4 parents are invited to submit, in writing, educational considerations that may impact on the placement of their child.
- 3.4 Students are placed into classes after due consideration and review for their development in the eight learning areas articulated in the Western Australian Curriculum.
- 3.5 Teachers consider all students in their classroom based on the following criteria. All lists will be stored centrally for reference in the coming year.
 - Academic achievements
 - Behaviour
 - Ability to work independently
 - Children with special needs (e.g. deafness, autism, physical disability, at-risk students, talented and gifted)
 - Students who need to be separated
 - Ability to work with certain peer groups
 - Siblings considered on an individual basis
 - Similar numbers in each year level where possible.

- 3.6 Teachers of like year levels meet and construct classes for the following year (eg Year 2 teachers create the Year 3 classes for the following year).
- 3.7 Students generally will not be placed in a composite class in consecutive years but this cannot always be guaranteed.
- 3.8 All class compositions are perused thoroughly by administration. Concerns or proposed changes are discussed between teachers and the administration before final drafts are completed.
- 3.9 All classes are only in draft form, as changes in enrolments may impact on class composition. Ongoing consultation between teachers and administration will take place to ensure all placements are made.