

Purpose

At West Leederville Primary School, classes are formed to ensure the best learning environment for each student to succeed. Using professional judgement and all available information, the social, emotional and academic needs of each student is carefully considered.

Process

The administration team determines the school structure based upon projected enrolments, including recent trends, and the resources and facilities the school has available.

Staff members meet in year levels at the end of Term 4 to determine the placement of their current students. They will consider:

- the educational and emotional needs of all students
- a balance of academic performance, behavioural needs and social development
- special educational needs of particular students
- recommendations of the school psychologist
- friendships, taking into account the integration of new students and opportunities to broaden friendship groups.

Class lists are formed and submitted to the administration team. The final decision on class placements rests with the Principal.

Class lists will be published after 12pm on the second School Development Day in Term 1 of the following year (the last business day before school returns). This allows for any additional enrolments to be taken into consideration prior to releasing them to students and parents. Class lists will be displayed in the Undercover area.

Class placements are considered final. However, should a parent wish to discuss their child's placement following the publication of the class list, they may book an appointment with the Principal. The Principal, in consultation with the rest of the administration team, may alter class lists or structures in certain circumstances, such as a large number of unforeseen student enrolments.

Parent Requests

Parents will have an opportunity to make a request, based on the educational needs of their child. This must be made in writing to the Principal. This information will be referenced along with other material and the professional judgement of the classroom teacher. Requests will be called for in the school newsletter at the beginning of Term 4 and will be open until Thursday, Week 9, Term 4. Parent requests that are made in any other manner or received after this date will not be considered. Requests in relation to the choice of teacher will not be considered as a placement factor. All requests will be taken under consideration alongside the professional judgement of staff.

Students with additional needs

Students who have been identified as having additional needs will be allocated to classes taking into account all relevant information and in consultation with all staff and any external stakeholders. All staff involved in transition, past and present, will be given opportunity to share information, past strategies and future plans. The allocation and deployment of Education Assistants is a decision made by the Principal. Education Assistants are allocated to the school, not to individual students.

Requests to repeat a year level

Current research strongly supports students not being repeated. In line with this, West Leederville Primary School does not encourage students repeating a year level, as it is usually not considered to be in the interest of maintaining the child's links to the year group. Any parent requests for a student to repeat must be made to the Principal. Any academic, medical or psychological evidence that might support this request will be considered in consultation with the staff, Principal and School Psychologist.

Split classes

The formation of split classes is necessary when the student numbers are insufficient to maintain one or more single grade classes. When forming these classes, student placement takes into account the following:

- a student's work habits
- behavioural needs
- social maturity
- academic performance
- previous class placements.

These classes are formed to have a similar spread of abilities to a single grade class, and represent no disadvantage or advantage over single grade classes.