



# CLASS PLACEMENT POLICY

Approved by School  
Council:  
March 2026

Review:  
2026



## Help for non-English speakers

If you need help to understand the information in this policy please contact 9338 6083 or [gladstone.views.ps@education.vic.gov.au](mailto:gladstone.views.ps@education.vic.gov.au)

## Introduction

Student class placements at Gladstone Views Primary School begin in **Term 4 of the preceding year**. When forming classes, a range of factors are carefully considered to ensure balanced and supportive learning environments for all students. These factors include **social groupings, friendships and peer support; academic levels and learning needs; special needs and individual considerations; wellbeing considerations; previous incidents or behavioural considerations; and parent or carer requests, including requests for student separations.**

## Policy

The process for determining student class placements begins several months before the end of the school year. The **leadership team works closely with teaching staff** to consider student needs and create balanced classes. To support the creation of **balanced classrooms**, the school uses a **specialised program to input and manage student data**, ensuring that all academic, social, and wellbeing considerations are carefully taken into account.

As part of this process, a **friendship group form** is sent home to families to provide feedback and incorporate **student voice**. Families are asked to list **four appropriate learning buddies** for the following year. While one of these four will be considered in class placement, **there is no priority given to the order in which names are listed.**

Staff will be reminded of this policy annually, and it will be available via **Compass**. Parents and carers will be referred to this policy early in **Term 4** through the school **newsletter**, and it will also be available on the **school website**.

## Requests for Class Placement

At Gladstone Views Primary School, all teachers are dedicated to providing a high-quality, safe, and supportive learning environment. While parents may request a specific teacher for their child, the school cannot guarantee that requests will be accommodated, as the leadership team considers each

teacher's strengths to best support students' academic, social, and wellbeing needs. Students generally remain in the same class for the entire year unless exceptional circumstances arise. Requests for placement must be submitted in writing to the Principal, who will make the final decision on placement or any subsequent movement throughout the school year.

### Requests for Students to Repeat a Year Level

Gladstone Views Primary School follows the **Department of Education policy on Year Level Movement**, as outlined in the Department's Policy and Advisory Library.

Students are typically promoted to the next year level each year. Decisions regarding year level placement are made using professional judgement and in consultation with parents and carers, always taking into account **academic, social, and wellbeing considerations**.

Repeating a year level will only occur in **exceptional circumstances**, where the school determines that it is in the **long-term best interests of the student**, considering their **academic, social, and wellbeing needs**. A student will **not repeat a year level without parent or carer consent**.

### Review Cycle

This policy will be reviewed as part of the school's **three-year policy review cycle**.

## 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)
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Approved by	Principal & School Council
Next scheduled review date	2029