

# **Class Allocation Policy**



*St Francis of Assisi  
Primary School*



## **Class Allocation Policy**

### **Rationale**

The construction of class groupings is a collaborative process which may involve students, parents, class teachers, specialist staff and the St Francis of Assisi School Leadership Team.

### **Aim**

The Class Allocation Policy aims to ensure there is a fair and just process in allocating students to classes for the upcoming school year.

### **Implementation and Procedures**

As there are usually three streams of classes each year at St Francis of Assisi Primary School, Calwell, there are different combinations of children in classes. When forming the class lists the following factors are taken into consideration:

- Gender;
- Special Needs;
- Work Habits;
- Cognitive ability;
- Friendships;
- Behaviour;
- Health considerations;
- Religion (to assist in achieving balance between classes, especially in Sacramental years) and
- Common names.

Ideally we aim for an equal spread of both positive and challenging characteristics. Where practical, parental requests based on educational concerns will be considered. At St Francis of Assisi, the staff and parents will follow these principles and guidelines when considering placement of students each year:

- Every care will be taken to ensure that each child is placed in the best situation to enhance learning and social development;



- Parents who wish to discuss particular concerns regarding the placement of their children in particular classes should put the concern in writing and address it to the Principal by Friday of Week 4 (Term 4);
- Parent concerns will be seriously considered during the process. It must be clearly understood, however, that no definite guarantees can be given regarding parent's requests;
- Where appropriate, advice will be sought from the Learning Support Teacher, School Counsellor, etc during this process;
- Taking into account all of the factors listed on Page 1, the current class teachers compile class lists during the first week of December;
- These are then handed to the Principal to confirm and make amendments where appropriate. On confirmation, the lists are then typed onto the central file by the school secretary. Final drafts are checked by the teachers.
- Children will be informed of their class placement for the following school year in December (usually the last week of school) and the opportunity will be provided where possible for them to spend some time with their new class teacher. New students to the school for the following year are invited to attend. Any obvious errors are corrected at this stage;
- Class lists will be displayed for parents during the last week of the year. No changes are made after this time; and
- Teachers will prepare a Year Level Information Sheet identifying any issues/information that teachers should be aware of for the following year. This sheet will be given to the relevant teacher(s) at the beginning of the next school year.
- Throughout this process the Principal, after appropriate consultation, reserves the right to make final professional decisions regarding the placement of children.



**Together we are Peacemakers who  
grow and learn in the footsteps of Jesus**

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### **Related Policies**

Accelerated Progression of Students (CE)

Retention of Students Year/Grade Level (CE)

**Approved by: St Francis of Assisi Primary School Community Council**

**Date: August, 2015**

**Revision Date: 2019**