



CLASS FORMATION POLICY

Purpose

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

Implementation

The process of forming classes will take place in Term 4. The prime objective is the creation of **balanced** classes. This means that wherever possible, classes should be created with a gender balance, as well as a balance of students with a range of academic, social and behavioural needs.

Requests for placement with friends

Urquhart Park 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.

An opportunity will be provided via the Newsletter for parents/carers to forward information relevant to their child's placement. Requests for class placements must be made in writing to the Principal, outlining who you would like your child to be placed with and why. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Students will participate in class allocation as they will be given the opportunity to nominate in writing 3 peers with whom they would like to be placed for the following year. Children will normally be placed with *a minimum of one peer* from their nominated list.

Requests for placement with certain teachers

All teachers at Urquhart Park are caring and committed educators and we strive 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, we are generally unable to accommodate these requests. Our school's leadership 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/carers 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 *School Policy and Advisory Guide* on Year Level Movement – see [Attendance](#) 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 our 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.

Review cycle

This policy was last updated on in 2019 and is scheduled for review in 2022.