

STUDENT PLACEMENT

Reviewed May 2014 (Tracy/Donal)

ACTION:

To ensure that:

1. Students will be placed in class or other groupings that give them advantages in their access to successful learning outcomes.
2. Academic records of students and their social/emotional/physical development are considered prior to placement.

GUIDELINES:

Year of Classification

1. The Ministry of Education has published guidelines for determining the year of classification of a student. In summary, children who start school before the first of July are classified as Year 1 children. These children spend up to 12 months in Year 1. Those children who start after the first of July are classified as Year 0 and become Year 1 at the beginning of the following year. It is expected that in almost all situations that the year of classification will be determined in accordance with these guidelines.
2. There may be exceptional circumstances specific to an individual student that warrant the re-assessment of the year of classification based upon the quantitative and qualitative data available for the student. In this situation the Principal may request a meeting with the parents or the parents may request a meeting with the Principal before the end of Week 6, Term 4.
3. The Principal may request supporting evidence from the parents, teachers, Learning Support Specialists and/or external parties to assist in determining the appropriate year of classification for the student.
4. Upon receipt of all the requested information, and after consultation with the parents of the student the Principal will determine, in the Principal's sole discretion, the year of classification for the student. The reasons for this decision will be recorded in the student's records held with the school.

Placement into Classes

5. The placement of students into class groups is the responsibility of the Principal and staff.
6. The Principal and staff may consult with other groups/individuals/parents concerning placement.
7. Parents will be informed of placement for the new school year on or before the last day of the current school year. There will be a transition programme for children on that day.
8. Classes will be split from year to year with friendship groups taken into consideration.
9. Classes will be mixed in terms of behaviour, gender and ethnicity.
10. Classes will be placed with the specific teacher by the Principal.
11. Parents will be invited to make written representation to the principal with any information that the school is not already aware of that may be relevant to placement, prior to placement being made for the New Year.
12. Even after the initial placement there will be a degree of flexibility with class placement and in the Principal's discretion, after consideration of all relevant information, and in appropriate circumstances, changes may be made.