



Class Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Beaconsfield Upper Primary School on 5944 3591

PURPOSE

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

POLICY

The process that Beaconsfield Upper Primary works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

Beaconsfield Upper Primary 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.

Each year we invite parents and students to nominate four friends they would like to be with in the following year. We guarantee students will get at least one of their friend requests. Parents that don't supply four options may find their child does not get any of the requested friends.

Requests for placement with certain teachers

All teachers at Beaconsfield Upper Primary are caring and committed educators and Beaconsfield Upper Primary strives 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 unable to consider 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 will be advised of the situation if it arises.

Class sizes

Class sizes will be planned on 25 students per class with an average of 21 students across Prep – 2 as per the Victorian Government Schools Agreement (VGSA), however, this is not a class size cap and therefore this number can increase if new enrolments exceed exits after the planning phase.

It is expected that when classes are to exceed 25 students that individual teachers will be consulted.

Student Placement process

Student Placement into Classes at Beaconsfield Upper Primary School works through a rigorous and lengthy process prior to the end of the school year. This allows our students to meet their new teachers and peers prior to the school holiday period.

When forming classes for the next year, the following information is considered by the teachers and the leadership team:

- Gender Balance
- Academic Needs
- Behavioural Needs
- Students with a Disability
- English as an Additional Language Needs
- Emotional and Social Needs
- Friendship requests (students are guaranteed at one friend nominated from their choice of four)

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) 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 Beaconsfield Upper Primary 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | October 2025 |
| Approved by | Principal |
| Next scheduled review date | October 2027 |