



**St Margaret
Mary's School**

School Policy & Procedures

Class Allocation Policy and Procedure

Reviewed	June 2025
Next review	June 2028



Rationale

At St Margaret Mary's School, the process of allocating students into classes each year is guided by a clearly defined and collaborative approach. This process may involve input from students, parents, class teachers, specialist staff, and the Leadership Team. Every effort is made to ensure that each child is placed in the optimal environment to support their learning and social development.

Aims

The **Class Allocation Policy** is designed to ensure a fair and transparent process for class placements. Its objectives include:

- Ensuring equitable outcomes for all students.
- Providing a clear framework for teachers and the School Leadership Team in determining class placements.
- Informing parents, carers and students about the procedure while offering opportunities for their input.

Class Allocation Procedure

The following steps outline the procedures for student placement:

Determination of Class Placements

Class placements are determined by the Leadership Team in collaboration with classroom teachers and educators based on professional judgment and consideration of:

Information provided by parents and carers (see *Parent and Carer Input*).

- Individual educational needs of each student.
- Input from students.
- The overall academic abilities within the class.
- Social and emotional needs and dynamics.
- Gender balance.
- Placement history from previous years.
- Family considerations.
- Classroom observations.

Parent and Carer Input

Parents and carers may provide the Principal with written information outlining their child's learning or social needs that may not be known to the school. This must be submitted by the end of Term 3 and cannot include requests for specific teachers. While this input will be considered alongside other factors, the school cannot guarantee specific outcomes.

Communication of Class Placements

Students will be informed of their class placements during the final week of the current school year as part of the school's transition process. This ensures that:

- Students know their teacher and peers for the upcoming year.
- Students have the opportunity to meet their new teacher (including newly enrolled students).
- Parents and carers have time to discuss and promote a positive outlook regarding their child's class placement.

Throughout this process, the Principal retains the discretion to make the final decision on class placements, following appropriate consultation. Once class placements are finalized, students will not be reassigned to a different class.

Commitment to the Policy

Parents and Carers

Parents and carers are expected to:

- Support and accept decisions made by the school regarding class placements.
- Foster a positive attitude in their children about the placement decisions.

School

The school is committed to:

- Using informed professional judgment when determining class placements.
- Taking all available information into account, including input from parents, carers and students.