



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

**POLICY**

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### *Class Placements*

#### **Rationale**

Individual class placements can have a significant impact on the balance of classes and on teaching and learning outcomes. Consistent criteria should be applied when making class placement decisions to ensure fairness, consistency and optimal outcomes for learners.

#### **Purpose**

To ensure that;

- the class placement process is, as far as possible, fair, transparent and appropriate for all, taking into account the needs of all children
- to ensure that classes are as balanced as possible in order to ensure optimal conditions for teaching and learning
- to ensure parents can discuss legitimate concerns while respecting that, ultimately, the decision on class placements belongs with the school.

## Requirements

1. The process will be conducted in a fair and equitable way, taking into account the interests of teaching, learning and student needs.
2. The process will be informed by the school's professional judgement, taking into account the collective best interests of students' educational needs.
3. The school will endeavour to form classes with pupils of mixed ability, gender and ethnicity, as far as is reasonably practicable.
4. Subject to staffing provision and organisational constraints, the school will maintain a manageable balance of class numbers and ratios, taking into account the need to maintain optimal school roll numbers and with consideration of implications for teacher workload.
5. Classes may be composite or single level classes, as determined and approved annually by the Board of Trustees, in consultation with school leadership and with reference to Ministry staffing provisions.
6. The school will endeavour to apply placement criteria consistently. The school will consider and balance the social, emotional and academic needs of student cohorts.
7. The school will take into consideration any reasonable matter that parents and guardians make the school aware of in placing their child.
8. If they are concerned, parents and guardians may discuss class placement with the Senior Leadership Team. The school will endeavour to discuss the class placement decision, and the reasons for it and, if appropriate, consider a review of the decision.
9. Save in exceptional circumstances, the school will not consider a preference for an individual teacher; each teacher is appraised annually with reference to the Practising Teacher Criteria to ensure they can meet the diverse needs of learners; as such, every teacher can be considered professionally competent and able to meet the diverse need of learners.
10. In line with the New Zealand age-based cohort system, students who are new to the school will be placed in a year level with children of a similar age (to the extent

reasonably practical), with reference to MOE funding levels (which are not definitive, but used for guidance purposes only). Exceptional circumstances to take into account specific educational needs may be considered in line with Ministry guidelines and otherwise subject to this policy.

In the event that both school and parents agree that placement at a given year level is likely to materially and significantly disadvantage a child's expected educational outcomes due to academic and/or social considerations, it is at the Principal's discretion to make a final decision on year level placement and promotion based on the available information.

Any decisions to vary year level by the Principal will typically be reserved for exceptional circumstances, and are not intended to retain or hold children back on the basis of ability/academic achievement alone. By default, the preferred outcome should be for all students to be educated with peers of a similar age wherever possible.

11. 5 year-olds starting school with birthdays falling **prior to May 1** will be enrolled as Y1 students, progressing to Y2 the following year.

Those with birthdays falling **between May 1 and June 30** will be considered on a case-by-case basis, taking into account the recommendations of parents and teachers.

Those with birthdays falling **after June 30** will be enrolled as Y0, progressing to Y1 the following year. The Principal has discretion to vary these dates if deemed appropriate and make a final decision on year level placement and promotion based on the available achievement information and the views of staff and parents.

12. The final decision about all year level placement of children will be made by the Principal, following appropriate consultation with staff and parents, taking into account all relevant information and factors, and with reference to the criteria set out in this policy.

Parents will be provided with a copy of this Policy and directed to the Concerns and Complaints Policy in the event that they are not satisfied with the outcome of the class placement process.

## **Conclusion**

13. A considered, fair and equitable class placement process will ensure, as far as possible, an optimal teaching and learning environment for all students.

**Related Policies**

Concerns and Complaints Policy

Enrolment Policy

Curriculum Delivery Policy

Signed:

Date:

**Policy review details**

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