



Cottesloe Primary School

Student Placement Process

Cottesloe Primary School classes are to be formed in such a way as to best meet the educational needs of the students within the constraints of the resources provided.

The school creates its classes based upon the professional judgments of staff with the aim of creating the best learning environment for each student to meet their educational needs, interests and circumstances.

PROCESS:

The Administration team establishes class structures for the following year based upon anticipated enrolments and estimated funds indicated by the student centred funding model to employ teaching staff.

Once class structures have been drafted, typically late in term 4, staff meet to establish class lists for the following school year.

Factors that staff take into consideration when allocating students to classes include:

- Projected number of students in each year level
- Projected enrolments based on past trends
- Ratio of boys to girls
- An even spread of students with respect to academic performance, social development and classroom behaviour
- The best educational needs of the student
- School Psychologist recommendations
- Special circumstances such as twins or individual family members
- Constraints of resources or facilities

When forming composite (split year level) classes the following are also considered with above:

- Independent work ability of students
- Academic performance
- Social maturity
- Previous class placements

Final class list submissions will be ratified by the Principal.

PARENT REQUEST:

- Parents are able to make a class placement request based on **educational needs**. Parents will be notified in the school newsletter to send a written submission with their reasons, addressed to "The Principal" and marked "Confidential" by a set date
- All written parent requests that arrive by the due date will be considered based on educational merits and in relation to the class structure process outlined above
- Any late submissions will not be considered
- The school cannot guarantee that parent requests will be met



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ADVERTISEMENT OF CLASS LISTS:

- Class lists will be made available for parents to view at the front of the school administration building
- Class lists will be placed for viewing a minimum of 2 days before students begin.