

## **PROCEDURE: PUPIL PLACEMENT & PROMOTION**

### **Rationale**

A school's primary task is to ensure that all children are experiencing successful outcomes. Placement of students into a new class each year requires careful consideration of the intellectual, social and emotional development of each child.

### **Guidelines**

- The Board of Trustees recognises that placement of pupils into classes is the professional task of the principal and staff.
- Individual student learning needs will be catered for within their age group, however, if it is in the best interests of the child the school will be flexible and allow children to be grouped as per identified need.
- Parents will be consulted where necessary regarding placement and would be consulted as a matter of course if placement options were different from the norm.
- Parents are invited each year, through the newsletter, to write to the principal on the academic, social or emotional considerations they believe the school should consider prior to placing children in classes for the following year. The school will consider these.
- Teaching teams will collate preliminary class lists. The Principal and Leadership team may make any changes to these lists that are deemed necessary.
- Parents will be informed in writing in December of the placement of their child for the following year. *Only in exceptional circumstances will any changes to that placement be made.*
- All class groups will be of mixed ability and may be a composite nature.
- Class groups may be of a composite nature. The school sees composite classes as an option for placing children in a class appropriate to his /her learning level. Composite classes allow for flexibility and more targeted teaching to occur.
- Pupils will be classified Y0 – Y8 according to their time at school.

- New Entrants beginning after July 1 will generally be classified as Year 0 for the remainder of that year. These children will be promoted to Year 1 at the beginning of the next year.
- Children who have birthdays in April, May, or June may be classified as Year 1 for the remainder of that year and the following year. In making this recommendation to the Principal, teachers will consider the criteria below, paying particular attention to academic progress and social development.
- Children will move through the school with their chronological year group, except in exceptional circumstances which will be considered by the Principal on an individual basis.
- The criteria for movement from one level to another & for class placement are:
  - Academic ability;
  - Social maturity;
  - Physical maturity;
  - Wishes of parents;
  - Age and number of years at school;
  - Physical resources such as the size of a classroom and availability of resources;
  - Number of children in classes;
  - Balance of children in classes - special needs, behaviour.