



## School Organisation – Pupil Placement Policy

### **Rationale**

The responsibility for placing children lies with the Principal (Educational Act 1989 No. 76). The Board of Trustees recognises the placement into class groups is the professional task of the Principal and staff and will be bound by this decision.

### **Purposes**

1. To provide as far as possible, equality of opportunity for all pupils.
2. To ensure the best possible classes or groupings are established.
3. To consider establishing classes that have a balance of general, academic achievement and behavioural patterns.
4. Give consideration to teacher's strengths and experience.
5. To place children at appropriate level.

### **Guidelines**

1. In placing pupils in classes the school will be mindful of its obligations under the Human Rights Act 1993 not to discriminate on prohibited grounds.
2. Selection of pupils to be placed in particular classes may, according to circumstances and professional judgement of staff, be based on any of the following criteria, alone or in any combination.
  - age
  - ability
  - alphabetical order
  - friendship/social groupings
  - perceived membership of a learning group
  - parental preference
  - randomly assigned vertical groupings, orother criteria recognised by professional educators as appropriate may be used at the discretion of the Principal.
3. The Principal should make decisions after assembling relevant facts and consulting with staff and other professionals.
4. Although there is a need to be flexible, relocation/promotion should be restricted to children whose birthdays occur in the months April/May.
5. Parents are to be given time to advise the Principal of any concerns regarding the placement of their child.
6. The Principal and staff will prepare preliminary class lists in November prior to the next school year.
7. The BOT will confirm the school organisation for the coming year at the last meeting of the present school year.
8. Parents/caregivers will be notified of any proposed change of class affecting their child at least one week prior to the move, to allow adequate time for consultation.
9. Parents will be informed when their child is receiving additional assistance.
10. Mainstreaming of pupils with physical or educational disadvantages will occur through part or all of the day.
11. Pupils with physical or learning disabilities will be placed with pupils of the same age level, where practical.