

**ST JOSEPH'S SCHOOL
SCHOOL ORGANISATION
STUDENT PLACEMENT AND PROMOTION PROCEDURE**

A school's primary task is to ensure that all students are experiencing successful outcomes. In order to achieve this, the actual placement of students into a new class/grouping requires careful consideration of the intellectual, social and emotional development of each individual. Students should progress through their primary schooling being given the best possible opportunity to learn.

PURPOSES

To ensure that –

1. All students are placed in classes or other groups, which will not disadvantage them in the access to successful learning outcomes.
2. Consideration is given, prior to placement, to all academic records of students, and their social development.
3. Mainstreaming of students with physical or educational disadvantages will occur through part or all of the day. The student should not be retained at the same class level as in a previous year.

AND

4. To clarify promotional procedure and room placement throughout the school.

GUIDELINES

1. The Board of Trustees recognises that placement of students into class groups is the professional task of the Principal and staff and will be bound by this decision.
2. The Principal and staff are guided by charter requirements, goals and objectives, in ensuring that no individual students or groups are disadvantaged or discriminated against.
3. The Principal and Learning Leaders will prepare preliminary class lists for the next school year.
4. The Principal will discuss preliminary class lists prior to these being finalised. The Principal may make changes to these lists that he/she feels may be necessary. Parents will be informed at the earliest opportunity.
5. Classes may be of composite and of mixed ability, with a view to maintaining balanced class size across the school.
6. Where possible, all students will be catered for within their age group students.
7. Students should remain in the Junior Classes (Year 1-3) no longer than three years and nine months and no less than two years nine months before promotion into Year 4.
8. Retention and early promotion of any student should occur with regard to:
 - (a) the student's needs being paramount
 - (b) why retention or early promotion is being employed
9. In establishing student class placement, consideration is given to maintaining balanced class sizes across the school.

CONCLUSION

In placing and promoting students, consideration will be given to academic and social needs.

Procedure Adoption: 21 November 2006

Next Review Date: 2009

2010 Review Consultation

Principal
Learning Leaders

UNDER REVIEW