



Help for non-English speakers

If you need help to understand the information in this policy please contact Somerville Primary School on 5977 5421.

PURPOSE

To explain to our school community how we manage requests for class placements, for the following school year.

POLICY

The process that Somerville Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

At Somerville Primary School, student class placement is a deliberate and collaborative process designed to support the academic, social, and emotional development of every child. This process is guided by our vision of developing confident lifelong learners and is grounded in our core values of Respect, Responsibility, Resilience, and Kindness.

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Guiding Principles

- Our vision - "Striving, Growing, Shining" - underpins all decisions, including class placements.
- Significant time and professional judgement are invested to ensure balanced, supportive, and effective class groupings across each year level.
- Placement decisions are made with consideration of:
 - Academic needs
 - Social dynamics
 - Student wellbeing
 - Learning behaviours
 - Peer relationships
 - Professional knowledge with an educational environment
- We prioritise the overall balance of the cohort, ensuring equitable learning environments for all students.

Educational Approach

- Somerville Primary School operates as a collective unit of educators, not as isolated classrooms.
- There is low variance in teaching practice, curriculum delivery, and assessment, ensuring:
 - Consistent, high-quality learning experiences
 - Smooth transitions between classes
 - Predictable and stable learning environments
- As such, requests for specific teachers are generally not accommodated, as all staff deliver a consistent and aligned program.

Student Development Focus

- At times, students may be placed with a broader range of peers to:
 - Strengthen social skills
 - Build resilience
 - Encourage adaptability
- These experiences are intentional and supported by staff, helping students develop the skills necessary to:
 - Engage positively in learning
 - Navigate social environments
 - Thrive beyond primary school
- A partnership between school and home is essential. Families are expected to support class placements and reinforce positive engagement with new learning and social settings.

Finalisation of Classes

- Class placements are carefully reviewed by leadership and teaching teams.
- Once finalised, placements are considered in the best educational interests of all students.
- Changes to placements after allocation are unlikely, except in exceptional circumstances.

Requests for placement with friends

Somerville Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

Students have an opportunity to request peers to be in their own class for the following year, all attempts are made to ensure at least one of the names listed is contained within the class. During the formation period of classes, we utilise all enrolment information specific at the time.

- Parent/carer input is valued and will be considered as part of the placement process, however:
 - Requests are not guaranteed
 - The school makes final decisions based on its comprehensive understanding of student dynamics within the school environment
- Requests must:
 - Be submitted in writing via email
 - Be sent to somerville.ps@education.vic.gov.au
 - Be received no later than 30 October of the previous year
 - Clearly outline the reasoning behind the request

Requests for placement with certain teachers

All teachers at Somerville Primary School are caring and committed educators and Somerville Primary School strives to ensure that all students are provided with a high quality education.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are generally unable to consider these requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Requests for specific teachers are strongly discouraged, as all classes provide consistent educational experiences.

- We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.
- Once classes are released, parents and carers can request a consideration if deemed appropriate with supporting information within 72 hours of 'State-wide transition day' (usually the second Tuesday in December).

Requests for students to repeat a year

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Somerville Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	11/05/2026
Approved by	Principal
Next scheduled review date	11/05/2030