

1. Purpose & Rationale

To explain to our school community how we manage requests for class placements annually and through the school year.

2. Policy Goals

To create the best possible learning environment which is equitable to all students and their families. Classes are to be formed in such a way as to best meet the needs of the students within the parameters of resources available to the school.

3. Implementation

The process that Sandringham College 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.

School administration makes a final review of the class groupings. Factors considered when allocating students to class are:

- Academic performance
- Special abilities and needs
- Social and physical maturity
- Gender balance
- Social connections
- Previous class placements
- School professional recommendations

New enrolments to the school throughout the year will be appropriately placed in areas of the school where there are vacancies and after consultation with the school's administration team and relevant staff.

Reorganisation of classes may also be made throughout the school year where the College identifies that the dynamic of a class may be improved by moving students.

Reorganisation may also be made to the Select Entry Academic Learning (SEAL) and Sports Academy classes at year 7, 8 or 9 where a position in the class becomes available. The College Principal will decide on placement of students into these programs based on academic performance and/or teacher recommendation.

3.1. Requests for placement with friends

Sandringham College 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.

In forming class groups, we always consider the academic needs of a student first followed by their social needs. At times we may place a student in a non-preferred class to enhance their academic or behaviour needs.

Changes to class placement will only be considered in exceptional circumstances where staff and/or parents provide relevant information that was not available prior to the process. Requests for any changes to class placements must be made in writing to the Campus

Principal. The ultimate decision for classroom placement of students rests with the College Principal.

3.2. Requests for placement with certain teachers

All teachers at Sandringham College are caring and committed educators and Sandringham College 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 accommodate 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.

3.3. Requests for students to repeat a year level

Our school will follow the Department of Education policy on *Repeating a Year Level*.

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 Sandringham College 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.

4. Monitoring & Review

This policy was last updated March 2026. Please refer to the Sandringham Policy Schedule for the next review date.

5. Definitions

DE – Department of Education

6. References

The following school policies are also relevant to this policy:

Attendance

Policy Number	SC-SM-03	Last Approval Date	March 2026
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Sub School Leaders Principal Team College Registrar	Next Review Date	March 2029
Review Frequency	Document Availability	Policy Delivery	



- 1 Year
- 2 Years
- 3 Years
- As Required
- n/a

- College Website
- Student Compass
- Parent Compass
- Staff Compass
- Staff Information Drive
- Enrolment Pack

- Annual Staff Meeting
- Annual Parent Meeting
- Annual Student Meeting
- Annual School Assembly
- Staff Handbook/Manual
- College Newsletter
- Staff DL
- Staff Sharepoint