

ST JOSEPH'S SCHOOL TIMARU

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

GUIDELINES

1. The Board recognises that placement of students into class groups is the professional task of the Principal and staff and will be bound by their decisions.
2. The Principal and staff are guided by charter requirements, goals and objectives, 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 may make changes to class 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

CONCLUSION

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

Procedure Adoption: June 2022 **Resource Manager**
Principal

Next Review Date: 2025