



Class Placement Policy 2024

PURPOSE

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

POLICY

The process that Jacana School for Autism 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.

Requests for placement with friends

Jacana School for Autism 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. Each year, a structured class placement process is undertaken to develop balanced class groups. This process considers each student's individual learning, communication, social, behavioural and wellbeing needs, enabling informed decisions when assigning students to classes.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request using the Parent-Carer Request Form attached so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made using the Parent-Carer Request Form (Appendices 1.4), outlining who you would like your child to be placed with, specific learning needs and dual placement plans. Requests can be addressed to your child's teacher or Sub School Leader. We will not always be able to accommodate class placement requests but will endeavour to take your wishes into consideration where possible.

Requests for placement with certain teachers and or ES staff

All teachers at Jacana School for Autism are caring and committed educators and Jacana School for Autism 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 or education support staff member, we are generally unable to accommodate these requests. Our school's leadership team has an in-depth understanding of each staff member's strengths and will always endeavour to place our students with teachers/education support staff 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 staff placement

All leaders, classroom teachers and education support staff need to complete their annual preference survey on a Google Form outlining their suite of preferences including their intention to work, sub school and time fraction.

Class List Development

Sub School Leaders will liaise with members of leadership to oversee the development of their corresponding class lists. They are encouraged to liaise with other leaders, therapy and welfare staff to design their lists. Sub School Leaders are expected to collaborate collectively as one party to not only manage the range of transitions undertaken but to ensure a consistent implementation across all 4 sub schools. Sub School Leaders are expected to develop their draft lists in a private and confidential manner, sharing them and explicit information about them with teachers and staff in an impartial manner.



REVIEW CYCLE

This policy was last updated on 31st October 2024 and is scheduled for review in October 2027.

EVALUATION

This policy will be reviewed as part of the school's three year policy review cycle.

To be ratified By JSA School Council:	31 st October 2024
Review Date:	Term 4, 2027



Dear Parents/Carers,

According to our Class Placement Policy, each year the process that we work 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.

Key areas of interests we seek your feedback include:

1. Placement with friends (students they work well with and enjoy being around)
2. Considering your child's needs (e.g. communication requirements, personal care, emotional regulation, transitions, motivators or additional learning supports)
3. Confirmed plans for your child's dual placement
4. Plans to leave JSA

We value your feedback and ask that you please **complete and return the attached form** outlining these details to your child's teacher no later than **Friday, 14th August 2026**. We will include them in our list of requests for your child, working to facilitate your child's needs to the best of our ability.

If you require any further information with this process, please do not hesitate to contact myself for further clarification.

A handwritten signature in black ink, appearing to read "Daniel Moloney", with a stylized flourish at the end.

Kind regards,

Daniel Moloney
Acting Principal

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<u>Child's Name:</u>	<u>Room #:</u>
1. Preferred friends to be placed with in 2027	
2. Additional Needs, including: ● Communication ● Personal Care ● Emotional Regulation ● Transitions ● Motivators ● Additional Learning Supports ● Other	
3. Dual Placement (2026-2027)	☐ Yes <u>School Name:</u> <u>2026 days there:</u> <u>2027 days there:</u> ☐ Not Applicable
4. Plans to leave JSA	☐ Yes ☐ No

Signature:

Date: / /2026

This feedback is very important to us as we prepare your child for their classroom allocation for next year. Please ensure that you return this form in your child's communication book to your child's teacher no later than **Friday, 14th August 2026.**

Warm Regards,

A handwritten signature in black ink, appearing to read "Daniel Moloney".

Daniel Moloney
Acting Principal

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