



PURPOSE

To explain to our school community how we manage requests for class placements.

POLICY

At the beginning of every students' enrolment at Crusoe College, great care and consideration is given to placing students in an Advisory Group suitable to their individual needs.

Advisory is held each morning for 20 minutes at the start of the day and is an opportunity for each student to meet with their Advisory Teacher on a regular basis. The Advisory Teacher is the parents' and students' first point of contact with the college. The Advisory Teacher will be in contact with parents regarding attendance, uniform and will also provide parents with general updates as to how their child is progressing at school. Generally, the Advisory Teacher will follow each child through their four years of schooling at Crusoe College. This allows the student and parent the opportunity to develop a close working relationship with the Advisory Teacher.

Crusoe College understands that at times, parents on behalf of their child, may wish to request that the child moves either Advisory Groups within the Learning Community, or changes Learning Communities.

Requests for placement

Should a parent request on their child's behalf a change of Advisory Group or Learning Community the following process must be followed for the change to be considered:

1. Parents should contact their child's current Learning Community Leader to discuss the reasons for a change.
2. Parents will be required to request the change in writing using the attached form and submit their request to the college.
3. The Community Leader will contact the parent to work with them to resolve the issues within the Learning Community before a change in either Advisory Group or Learning Community is considered.

Where a situation cannot be resolved, the Community Leader will refer the student's request to the Assistant Principal, who will convene a meeting with the four Community Leaders to discuss the issues more broadly and collectively work on a solution. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

4. Should a move to a new Advisory Group or Learning Community be accommodated, the original Community Leader will contact the family to inform them that the change will be made. Please note: Changes can only be made to Advisory Groups or Learning Communities where space is available. This means, there may not be the ability to choose the new Advisory Group or Learning.
5. For the purpose of accurate assessment and reporting on students, all requests for changes that are accommodated will begin at the start or midpoint of each term. Please note, there may be up to a two week turnaround from the time of request, for a decision to be made.
6. Parents will be informed of the decision, and if appropriate, reasons why a request has not been upheld.

7. In extreme or exceptional situations, parents are requested to put in their request for a change directly to the Principal class. Parents will need to provide significant documented evidence of either working with the college towards a resolution which has not been successful, or provide other evidence relevant to the situation. Community Leaders and parents will be notified of the decision as soon as possible.
8. The school may instigate such a change as part of the student management process and will follow steps 3, 4 and 5 above.

Requests for students to repeat a year level

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 Example 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.

REVIEW CYCLE

This policy was approved by School Council on 19th July, 2021 and is scheduled for review in 2022.

Parent Request Form for Advisory Group / Learning Community Change

Parent Request			
Name:		Current Advisory:	
Community:		Advisory Teacher:	
Reason for wanting change:			
Decision Process			
Received By:		Date:	
Received By AP:		Date:	
Discussion:			
Decision:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	New Advisory:
Parent Contacted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Student Records:

Staff Request Form for Advisory Group / Learning Community Change

Date	
Name of Student	
Advisory Group and Advisory Teacher	
Current Neighbourhood Leader	
Current Community Leader	
Current Form Group	
Reason for wanting change	
New Form Group	
Effective as of... <i>(must begin on a Monday)</i>	
Approved <i>(Richelle Hollis)</i>	

Checklist:

- All relevant teachers emailed
- Wendy informed of change