



AL-AMEEN COLLEGE

STUDENT PLACEMENT POLICY FOR PARENTS / GUARDIANS AND STAFF

PURPOSE

To ensure effective and fair student placement into class lists.

SCOPE

This policy applies to students from Years KK to Year 12 and specifies a protocol for student placement and transfer of students from classes based on a fair and efficient system coordinated by the Assistant Principal – Pastoral Care.

POLICY

Policy for Staff:

- Staff may request placement of their child / children from one class to another on a **case-by-case basis** and through involvement of the Assistant Principal – Pastoral Care and in consultation with both the Primary School and the High School Coordinators. In extreme circumstances, the matter should be brought to the Principal.
- No other placement of students from one class to another is allowed without involvement of the Assistant Principal – Pastoral Care.

Policy for Parents / Guardians:

- Parents / guardians are not allowed to request placement of their child / children from one class to another unless there are extenuating circumstances. In this instance, student placement requests will be considered on a **case-by-case basis** and through involvement of the Assistant Principal – Pastoral Care and the Primary School and High School Coordinators.

- No other placement of students from one class to another is allowed without involvement of the Assistant Principal – Pastoral Care and the Primary and High School Coordinators.

REVIEW

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/REVIEW
2022	MJ, NM & KH	Originally Released