

TITLE: STUDENT PLACEMENT AND PROMOTION PROCEDURE**Rationale**

Amesbury School has a general procedure for determining the year level of students starting school at the age of 5, which forms the standard promotion procedure of moving to the next year level at the end of each year. It will then make decisions around reclassification of year level on an individual basis as needed, taking into account the needs of each student and consulting with parents, teachers, the leadership team and any other agencies, as appropriate.

Glossary

- Student promotion = the standard process of moving to the next year level at the end of each year
- Reclassification = changing a student's year level outside of the normal promotion process
- Taitamaiti = child
- Tamariki = children
- Ākonga = student/s
- Whānau = family members
- Mātua = parents (matua = one parent)
- Tumuaki = principal
- Kaimahi = staff

Purpose

1. To ensure ākonga receive the best education possible.
2. To ensure that decisions around year level are based on the individual needs of each ākonga.

Guidelines:

Clear procedures are set for the promotion of ākonga. However, the individual needs of each taitamaiti are of paramount importance, and the promotion of each taitamaiti should be considered individually. Any reclassification that is outside the clear guidelines 1 - 4, must be in consultation with mātua and whānau:

1. An ākonga who is enrolled as a five year old during term 1 of any year will automatically become a year 2 ākonga the following year.
2. An ākonga who is enrolled as a new five year old during terms 3 and 4 in any year will be classified as a Y0, and will automatically be a year 1 ākonga the following year.
3. For new entrants (new five year olds) who enrol during term 2, they will be classified as Y0 for the remainder of their starting year. Towards the end of the year (in term 4) teachers will communicate with each child's mātua to recommend / discuss their child's classification as year 1 or year 2 for the following year. Points 5 – 8 below will provide guidance for consideration.
4. Apart from 1- 3 above, ākonga will be automatically promoted to the next year level at the beginning of each year.

5. There may be circumstances in which kaiako or mātua see an advantage for an ākonga in not being promoted as per 1 – 4 above. This could include concerns that the taitamaiti is not ready to be promoted to the next year level, or it could be that they would benefit from moving to a higher year level. When considering reclassification outside of 1 – 4 above, the following must be taken into account:
 - a. The social development of the taitamaiti and the likely effect of promotion on this.
 - b. The age the taitamaiti will be when they go to High School.
 - c. The effect of the promotion on the emotional and social well being of the taitamaiti.
 - d. The academic ability of the taitamaiti.
6. To move outside of 1 – 4 above, consultation, which includes the mātua, tumukai and the whānau kaiako, and may include other appropriate kaimahi or agencies, must take place.
7. Because the school personalises learning and does not teach ākonga in year levels per se, in general, decisions about ākonga reclassification will generally be made at transition times.
8. The decision around ākonga reclassification will be made in consultation with the mātua of the student involved. However, all parties should be in agreement with any intended changes to the reclassification outside of 1 – 4 above.
9. If there is clear disagreement about any intended reclassification outside of 1 – 3 above, the change should not go ahead.

Conclusion:

Amesbury School will have an implemented student promotion and reclassification procedure that will take into account the individual needs of all ākongas, and the decision will be made in consultation with whānau and kaimahi.

Approved and minuted by the Board of Trustees

Date: June 2025

Review: June 2027