

# MAHANA SCHOOL PROCEDURES

## PUPIL YEAR DESIGNATION PROCEDURES

### Rationale

Mahana School endeavours to place students in the appropriate Year level for their educational and social needs.

### Procedure

- The Ministry of Education requires 1 July to be used as the change over date for children to define Ministry year group classifications. Year of Schooling measures **the number of years of schooling a student has received**. It provides the Ministry of Education with a method of counting students for resourcing purposes which is independent of the way schools are organised or the particular programme of study that a student may be undertaking. (Guidelines for Completing Roll Returns, 2005, Ministry of Education.)
- This MOE year designation can be changed at the end of MOE Year 6. Parents must be consulted if this is to take place. (see below)
- For academic and class placement purposes, children will be designated as follows:
  - Mahana Year 0 will be the designation for those children who turn 5 from 31 March onwards.
  - Teaching staff will use their professional judgement and expertise when considering March / April birth dates. Factors such as academic ability and social maturity will be considered.
  - Children will be known by their “Mahana Year Group” rather than their MOE funding designation. Parents will be advised and consulted on this.

Adopted: 31/03/04

Reviewed: 23/08/06

Reviewed: 23/08/12