



St Mary's C.E. Primary Academy

Class Allocation Policy

Approved by governors:

"Everything is possible for one who believes." Mark 9:23

Dream, believe, achieve.

Head Teacher:	Erica Holt
Chair of Governors:	Tori Swift
Date:	November 2019
Date of next review:	November 2021

Class Allocation Policy

Introduction

This policy sets out the process by which children at St Mary's CE Primary Academy are allocated to classes.

Due to the size of our school and the number of children in each year group, the school cannot teach all of the children in single age group classes. There will always be a need to have some single age and some mixed age classes (where children from two year groups are mixed together).

There is a statutory requirement that no class in Foundation Stage (Reception) and Key Stage 1 (years 1 and 2) will have more than 30 pupils. (Although in exceptional circumstances this number may be exceeded). In Key Stage 2 (years 3, 4, 5 and 6) the statutory requirement is removed and there is no upper limit to the number of children in a class.

At St Mary's CE Primary Academy, we will only allocate pupils to a class within their Key Stage.

Rationale

The school's primary motivation when considering class allocation is to ensure the best combination of children in each class so that all pupils can achieve their full potential.

Criteria considered during class allocation from Years 1- 6

There is no set formula for deciding which children will go into which class. The class arrangements are agreed by the professional judgement of senior leaders and teachers, taking the following criteria into account:

- The needs of individual children academically
- The needs of children socially
- The needs of children based on age and maturity
- The need to teach classes balanced in gender and ability
- The possible need to separate children
- The need to accommodate the child's preferred learning style

Parent and carer's contribution

It is not possible to allow parental preferences for particular teachers to be taken into account and it is not our policy to change the class lists once published. Please trust the school to make the best choice for each individual child.

Where siblings could be placed in the same class, in the case of twins for example, parental requests will be considered and accommodated where possible in the best interests of the individual children

The class allocation decision for each child is confidential and will not be discussed with other parents.

Class organisation

The school will aim to provide the class allocation lists for the following academic year before transfer day. It is the school's policy not to change class allocation once the final decision has been made. The Academy Governing Council (AGC) fully support the school staff in using their professional judgement to make the best decision for all pupils in the school. However, as is the usual practice, if parents have any concerns during the academic year, they should speak to the class teacher in the first instance.

The Process

- Staff meet in the summer term to draw up potential class lists using the criteria outlined above
- Staff spend further time reviewing and reflecting on the proposed combinations
- Adjustments may be made at this stage after full discussion between staff
- Classes and allocation of teachers are then finalised
- Children will be told by their current class teacher about their new class; parents will be informed by letter on the same day
- Children will then spend time with their new class group; with their new class teacher for transfer day activities.
- Classes will not be changed after this point. (unless late applications from the Local Authority make this essential)
- Parents may request to meet with the next class teacher should they have any issues that they wish to raise about their child

The AGC requests that all parents are supportive of the class allocation process and that they embrace the decision in a positive way in the best interests of their child.