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**Author:** Headteacher  
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**Signed by:** (Head)

**Signed by:** (Chair of FGB)

## **Staverton CE VC Primary School**

### **Class Allocation**

#### **1. Aims/Purpose of Policy**

To provide a systematic process for the allocation of each child to his or her new class when there is a necessity for class reorganisation, which will normally occur at the end of each academic year.

It is not always possible to allocate each child to a class containing a single age group as the school has an allocated Pupil Admission Number of 45 which creates a 1.5 form entry school. The number of teaching staff together with accommodation issues and the number of pupils in each age group can result in it being necessary to allocate pupils to classes that contain more than one year group. It should be stressed that, regardless of the class to which a child is allocated, they will always be offered a curriculum that is appropriate to their needs. When a year group is divided between more than one class, opportunities will be identified when the year group is able to work together in order that relationships may be developed between peers. The age difference between the youngest and oldest child in any single class is broadly the same irrespective of whether the class contains a single or mixed year groups.

The organisation of classes broadly into pairs or 'units', utilising (where applicable) the sliding walls between rooms offers the flexibility for adjacent cohorts to share the physical space and for teachers to cooperate over planning, resources and support staff. Hence the provision for individuals and year groups can be managed flexibly and appropriately to maximise the opportunities for learning and minimise any perceived effects of mixed age classes.

#### **Process**

- In line with government legislation, classes at EYFS and Key Stage 1 may not be planned to contain more than 30 children. It is recognised that despite this classes

might, during the year, exceed 30 in number, though every effort is made to avoid this, it is not a contravention of legislation.

- In most years, the school will have a class containing the majority of EYFS children, with the older children being allocated to a mixed EYFS/Year 1 class. Likewise, there will usually be a Year 6 class containing the majority of year 6 children, with the younger children being allocated to a mixed Year 5/6 class. This pattern is broadly replicated throughout. There will invariably be a class containing a single year group with either a group of the older or younger children being allocated to a mixed year group class.
- The number of children in each Key Stage is divided by the number of teachers to give an idea of the size of each class. Every effort is made to ensure class sizes are equitable.
- The dates used to make such divisions hold for the year so that new arrivals are allocated by the same rule as existing pupils.
- Children who are Special Needs and children with siblings who may be placed in the same class (eg twins) will be considered individually and may be allocated to any class that is considered to match their needs.
- Any initial queries and concerns are addressed to the Headteacher.
- Any appeals by parents must be made in writing to the Chair of Governors. A team will meet approximately one week after class allocations have taken place to consider any appeals. The team will inform parents whether or not the appeal has been successful soon after the meeting. Appeals will normally only be considered if the parent feels that the class allocation policy has not been adhered to.
- Children who join school during the academic year should ideally join their appropriate year group. However, if this creates an imbalance in class sizes to the extent that it is considered detrimental to the quality of education in any class, it may be decided to place the new child in a class that does not exactly match his or her age group. This will only be done after consultation with the child's parent(s) and the Chair of Governors.

## **2. Responsibilities**

The Headteacher and senior leadership team (SLT) will determine the classes by the above rules. The governors will be presented with the class structure/composition prior to publishing to parents to monitor compliance.

## **3. Resources**

The most up-to-date admissions data and relevant pupil and staffing information is assembled for the allocation meetings by the SLT.

**4. Success Criteria**

That class allocation is a straightforward process that children are placed in an appropriate class and that parents understand the process of class allocation.

**5. Monitoring**

The governors monitor the application of the policy annually and in the event of an appeal.

**6. Grievance Procedure**

The Headteacher will deal with all grievances in the first instance. Should further recourse be necessary the Chair of Governors will clarify interpretation of the policy.

**7. Review Cycle**

The review cycle for this policy is 3 years from the date of ratification above.