

Wootton Wawen C of E Primary School

Class Allocation Policy

Wootton Wawen has a Standard Number of 24 which means that there is often a necessity to create mixed classes for all or part of the day so the aim of the *Class Allocation Policy* is to outline the systematic process used to allocate each child to his/her new class when there is a necessity for class reorganisation, which will normally occur at the end of each academic year.

Background

It is not always possible to allocate each child to a class containing a single age group. The number of teaching staff, together with classroom size and the number of pupils in each age group, can result in it being necessary to have classes that contain more than one year group. It should be stressed that, regardless of the class to which a child is allocated, he/she will always be offered a curriculum that is appropriate to his/her needs. When a year group is divided between more than one class, opportunities for the year group to work together will be identified, in order that relationships between peers may be maintained and developed.

Process

1. In line with government legislation, classes in Reception (Foundation Stage) and Key Stage 1 should contain 30 or fewer children, whereas Key Stage 2 classes can exceed this number.
2. A pure Reception class will normally be created unless the number of pupils at this stage is too high or low to facilitate this. A separate Reception class is desirable because the Foundation Stage curriculum differs from the National Curriculum that is followed by all other year groups in the school. Where it is necessary to combine Reception aged children with Year 1 children in a mixed class staff to pupil ratios will be carefully considered so that they are as favourable as is possible within the budget.
3. Every effort will be made to avoid creating a class that covers the Key Stage 1 and Key Stage 2 interface, i.e. a Year 2/3 class. If a Year 2/3 class has to be created, the teacher will take steps to ensure that the appropriate Infant or Junior curriculum is offered to each age group.
4. 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.
5. Children will be allocated to a class through consultation between teachers using the following criteria:
 - Age
 - relationships

- ability
 - pace of work;
 - maturity
 - evenness of groupings.
6. Children who are on a stage of the Code of Practice for Special Needs will be considered individually and may be allocated to any class that matches their needs.
 7. We will endeavour to ensure that siblings (other than twins) are not in the same class.
 8. Ideally children who join the school during the academic year should join their appropriate year group. However, if this were to create an imbalance in class size to the extent that might be considered detrimental to the quality of education in that class, the new child may be placed in a class that does not exactly match his/her age group. This will only be done after consultation with the child's parents.
 9. Reception pupils receive their induction from the June prior to the September in which they are due to start school. The Reception class will be organised so that, as far as possible, the pupils will receive their induction sessions with the class and teacher that they will have in September.
 10. Any appeals by parents must be made in writing to the Chair of the Governors Resources Team. The team will meet to consider any appeals approximately one week after class allocations have taken place. The team will inform parents soon after the meeting about whether or not their appeal has been successful. Appeals will only be considered on the basis that the class allocation policy has not been adhered to.

Criteria for Success

- Class allocation is a straightforward process.
- Children are placed in appropriate classes.
- Parents understand the process of class allocation.

Agreed: April 2014

Review: April 2017