



## Howardian Primary School

### Class Allocation Policy

#### **Introduction**

This policy sets out the process by which children at Howardian Primary School are allocated to classes. The Head teacher and Governing Body have decided to implement this policy so that there is a fair and consistent way of allocating children to classes across the school.

Welsh Government legislation states that no class in Reception, Years 1 and 2 will have more than 30 pupils although this number may be exceeded in exceptional circumstances. Similarly, Years 3, 4, 5 and 6, classes will be kept to 30 pupils unless exceptional circumstances decree otherwise. At Howardian Primary School, we will only allocate pupils to a class within their age-related phase unless directed otherwise by the local authority.

#### **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.

#### **When will classes be re-organised?**

Children in the Nursery attend either a morning or afternoon session. Parents and carers are able to express a preference for which session they would prefer. The school will endeavour to accommodate this preference although this cannot always be guaranteed due to pupil numbers and staff ratios.

For Reception, children will be organised into classes which will be different to the Nursery sessions.

The Reception classes will then remain the same until the end of Year 2.

Classes will then be re-allocated again in preparation for Year 3 when children will then remain in these re-allocated classes until the end of Year 4. Classes will be re-allocated at the end of Year 4 if deemed to be beneficial to the pupils. These classes will remain until the end of Year 6.

In the case of exceptional circumstances, teachers and senior leaders may re-allocate classes outside of these specified times in order to meet the best needs of all pupils.

#### **Criteria considered during class allocation**

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 children socially and emotionally
- The needs of individual children academically
- The needs of children based on age and maturity
- The need to teach classes balanced in terms of gender and ability

- The possible need to separate children

### **Parent and carer's contribution**

It is not possible to allow parental or carer's 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/carer requests will be considered and accommodated where possible.

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

### **Class organisation**

It is the school's policy not to change class allocation once the final decision has been made. The Governing Body 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 or carers have any concerns during the academic year, they should speak to the class teacher in the first instance.

### **The Process**

- The relevant 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 and senior leaders
- Classes and allocation of teachers are then finalised
- Classes will not be changed after this point (apart from the addition of any new pupils arriving at the school)
- Parents and carers of all children will be made aware of their child's new teacher and any change of class allocation during the second half of the summer term
- Children will then spend time with their new class teacher for a transition session before the end of the summer term
- Parents and carers may request to meet with the next class teacher should they have any issues that they wish to discuss about their child

***The Governing Body and Head teacher requests that all parents and carers are supportive of the class allocation process and that they embrace the decision in a positive way in the best interests of their child.***