



Procedure for Class Allocation

Oliver Goldsmith Primary

"Inspiring a love of learning."

Date Ratified: June 2017

Date to Review: June 2020



1.0 INTRODUCTION

There needs to be a clear and consistent policy in the formation and allocation of classes at Oliver Goldsmith Primary School so that pupils and teachers are treated equitably, according to their needs within the organisational structure of the school.

2.0 PUPIL ALLOCATION PROCESS

2.1 To ensure that the population of classes is in the best interests of **ALL** pupils, we aim to consider, in no order of importance, the following criteria:

- 2.1.1 Learning Difficulties – Pupils who are experiencing difficulties are distributed between available classes
- 2.1.2 Special Educational Needs – these may be social, intellectual, emotional or physical
- 2.1.3 Language – pupils who initially need to be together to provide language support for each other
- 2.1.4 Behaviour Issues – pupils who are best separated so their learning and the learning of others is not disrupted
- 2.1.5 Cultural Balance – each class must have a range of nationalities and cultures
- 2.1.6 Personalities – in some special cases the personalities of both teachers and pupils are considered before a decision is made regarding the placement of a pupil
- 2.1.7 Gender – a balance of boys and girls will be kept in each class
- 2.1.8 Friendship – pupils who need support from another close friend
- 2.1.9 Friendships – pupils who are too friendly with another pupil or other pupils and are best separated so both pupils can concentrate on their learning
- 2.1.10 Consideration will be given to whether a teacher has taught a pupil in a previous class.

As well as the above criteria and to the best of our ability, all classes will be academically and socially balanced.

2.2 The identification of these needs will be achieved through:

- 2.2.1 Professional discussions with staff who are familiar with the pupils
- 2.2.2 Academic and welfare data
- 2.2.3 Pupils' educational history (previous classes, special circumstances)
- 2.2.4 Significant information that may have been supplied by parents from meetings (history, social or emotional factors).



3.0 PROCEDURE

- 3.1 **On entry to the school's Nursery**, pupils are allocated a place according to their stated preference where possible. However, the school does need to take into consideration gender balance, specific learning needs and individual family circumstances.
- 3.2 **On entry into Reception** the Headteacher, Deputy Headteacher and the EYFS leader will allocate classes to pupils taking account of the factors listed above, consideration, where possible, will be given to friendship groups formed at our Nursery and previous Early Years settings.
- 3.3 **At the end of the Reception year**, all classes will be reformed, in consultation with class teachers, using the criteria listed in 2.1. **Twins** will be separated at this stage; however parents will be consulted about this before a decision is reached. Decisions will be made on a case by case basis.
- 3.4 **At the end of Year 3**, all classes will be reformed, in consultation with class teachers, using the criteria listed in 2.1
- 3.5 The Senior Leadership Team (HT, DH & AHT) will review each cohort at the end of the academic year to review if children need to be reallocated to new classes, or if the current class will continue into the next year group. Reallocation will only take at the end of Y1, Y2, Y4 or Y5 in exceptional circumstances.
- 3.4 The main reasons that classes may be reallocated would be if:
- 3.4.1 the behaviour needs of the group are disrupting the learning for the class/cohort.
 - 3.4.2 the arrival of new pupils has resulted in an imbalance of the earlier criteria and is therefore disrupting the learning for the cohort.
- 3.5 The Headteacher, Deputy Headteacher & Assistant Headteacher, in consultation with teachers, will be responsible for the allocation of new classes.
- 3.6 Pupils joining the school during an academic year will be allocated a class, based on availability of spaces.
- 3.7 In the interests of fairness and equality, and due to the complexity of the allocation process, **parental requests for class allocation will not be taken into account.**

4.0 REVIEW

- 4.1 Date of policy – June 2017
- 4.2 Date of review – June 2020