



Procedure for Class Allocation

Oliver Goldsmith Primary

"Inspiring a love of learning."

Date Ratified: May 2022

Date to Review: May 2025



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.
- 2.1.11 Multiple Siblings in Same Year Group (Twins/Triplets etc.) - where we have families with multiples in the same year group (twins/triplets etc.) the school will have a conversation with families to help decide the best course of action as to whether they stay together or are separated. The best interests of the children will be at the heart of the decision-making process and each case will be reviewed on a case by case basis.

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. Multiple Siblings: Family preference for placement of multiple siblings will be sought.
- 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. Multiple Siblings: Family preference for placement of multiple siblings will be sought.
- 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. Multiple Siblings: Parents will be consulted about splitting or keeping siblings together as they move to Y1. Whilst parental views will be key, the Headteacher is responsible for the final decision. Decisions will be made on a case by case basis. A record of consultation and decision making must be kept on file.
- 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. Multiple Siblings: Parents will be consulted about splitting or keeping siblings together as they move to Y4. Whilst parental views will be key, the Headteacher is responsible for the final decision. Decisions will be made on a case by case basis. A record of consultation and decision making must be kept on file.
- 3.5 The Senior Leadership Team (HT, DH & AHT) will review each cohort at the end of the academic year to review if classes 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 and will be the decision of the Headteacher.
- 3.5 The main reasons that classes may be reallocated would be if:
 - 3.5.1 the behaviour needs of the group are disrupting the learning for the class/cohort.
 - 3.5.2 the arrival of new pupils has resulted in an imbalance of the earlier criteria and is therefore disrupting the learning for the cohort.
- 3.6 The Headteacher, Deputy Headteacher & Assistant Headteacher, in consultation with teachers, will be responsible for the allocation of new classes.
- 3.7 Pupils joining the school during an academic year will be allocated a class, based on availability of spaces.
- 3.8 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.**



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Tel: 0208 205 6038
admin@olivergoldsmith.brent.sch.uk
www.olivergoldsmith.brent.sch.uk
Twitter: @OGPSinspired



Coniston Gardens
Kingsbury
London
NW9 0BD

Dear Parent/Carer,

As the parent/care with twins at Oliver Goldsmith Primary School, in line with our "Procedure for Class Allocation" I am writing to arrange a consultation meeting to discuss class allocation for the next academic year.

At Oliver Goldsmith Primary School, our usual pattern of mixing class is at the end of Reception as children move to Year 1 and the end of Year 3 as they move into Year 4.

As the parent/carer with multiple siblings in the same year group we would like to have a discussion with you to hear your perspective on whether you feel your children would benefit from being kept in the same class or whether it would be beneficial for them to be separated. **As it states in our policy "The best interests of the children will be at the heart of the decision-making process and each case will be reviewed on a case by case basis."** The final decision for class allocation does rest with myself as headteacher but I am always keen to hear from families to help me with the process.

Please arrange a meeting with your child's class teacher to have this discussion; myself or a member of the senior leadership can join the meeting if you wish.

Yours sincerely,

Mr. James Simmons
Headteacher



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Dear Parent/Carer,

Thank you for meeting with us to discuss class allocation for the next academic year and for providing us your thoughts on what you feel would support your children and family.

Please can you confirm in writing your preference for your children by ticking ONE of the options below.

TICK ONE

_____ Our preference is for our children to be in the same class.

_____ Our preference is for our children to be split into different classes.

Thank you for taking the time to provide this valuable feedback us.

Yours sincerely,

Mr. James Simmons
Headteacher