

Brooke Voluntary Controlled Church of England Primary School



Policy for the allocation of children to classes

December 2017

Signed by Governors

To be reviewed December 2019

1. Rationale

As with all small schools, Brooke Primary School is likely, each year, to have both mixed-age classes and split year-groups. The placing of each child and the composition of each class is made having the best outcomes in mind for the students.

2. Process

The Headteacher will consult with all staff before allocations of pupils to each class will be made in good time before the end of the summer term.

The following factors will be considered in the allocation of students to classes:

- The age of the child
- The ability of the child
- The level of work expected in the class
- The support available in the class
- Siblings
- Friendships

The following factors will be considered in the composition of each class

- Number of students in each Year Group
- Key Stage 1 class size limits
- Ideal / balanced number of students in each class
- Ages of students
- The gender balance of the class
- Ability groupings
- Support available
- Friendship groupings
- Cross Key-Stage curriculum

There is not and can never be a clearly defined priority in the criteria as each decision must be made with reference to all the factors. Decisions of class allocation and composition will be made by the Headteacher based on feedback received from class teachers and Teaching Assistants. Parents or guardians will be informed of which class their child has been allocated as soon as practicable. Ideally the school will write to parents prior to the transition taster day.

The process will start roughly half way through each year when Reception year admissions are announced by the county admissions service. This gives a fixed starting point for the numbers in Early-Years / KS1. In Early Years / KS1 class size may not exceed 30 except in exceptional circumstances agreed by the county admissions team.

In order to organise the curriculum it is preferable to have single Key Stage classes, so Year 2 and Year 3 will generally be separated.

Year 6, unless the cohort exceeds 30, will generally be kept together as they prepare for the KS2 SATs tests.

The Governors delegate the allocation and decision-making process to the Headteacher.

3. Curriculum Coverage

We recognise that in a school this size there will always be mixed-age classes and, probably, split year-groups. This means that in order to cover the requirements of the National Curriculum we need to run a two, three or even four-year rolling programme of topics, thus it may be that the entire Key Stage 2 may all be studying Rainforests, for example. This will affect the humanities and science teaching, but the Maths and English teaching will be age and ability-specific throughout the classes.

4. Process of appeal against the allocation:

Any parent or guardian who wishes to query the class allocation of their child must follow this procedure:

1. Meet with the Headteacher to discuss the decision made in light of the above factors in order that they might understand the reasons behind the decision and that the Headteacher may be made aware of the reasons for the concerns, ideally this will result in an agreed conclusion.
2. Should no agreed conclusion be reached at the meeting, parents have the option of using the school's formal Complaints Procedure.
3. Any Governor who has an interest in the decision of the complaints panel will be excluded from participation, as is detailed in the complaints procedure.