



**Kibworth CE**  
**Primary School**

Let Your Light Shine  
Matthew 5:16

# School Class Allocation and Transition Policy



This policy was approved as follows:

<b>Approver:</b>	Advisory Board	<b>Date:</b>	April 2024
<b>Adopted:</b>	Advisory Board	<b>Date:</b>	April 2024
<b>School owner:</b>	Headteacher	<b>Version:</b>	2.0
		<b>Review frequency:</b>	3 Years
		<b>Next review date:</b>	April 2027

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## Document History

Version	Version Date	Author	Summary of Changes
<b>V1.0</b>	May 2021	Gilly Paterson	New policy prepared after review of previous policy and staff consultation New version created
<b>V2.0</b>	April 2024	Nikki Matthew	Review of previous policy in consultation with the Advisory Board, SLT and MLT. New version created to include the class allocation process happening annually and provide further information regarding transition.

# Kibworth C of E Primary School Class Allocation Policy and Transition

## 1. Purpose

The purpose of this policy is to ensure a fair, transparent, and efficient process for allocating pupils to classes at Kibworth Church of England Primary School. The policy sets out the process by which children are allocated to classes.

The policy applies to all pupils, staff, parents and the wider school community involved in the class allocation process.

## 2. 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.

At Kibworth C of E Primary School, we reorganise classes at the end of each academic year. This means children will be allocated to new class groups towards the end of the summer term ready for moving up into their next year group. This process enables us to review the needs of the children to ensure;

- There are opportunities for children to learn and play with a wider variety of peers
- Increased social interaction and educational equality between children as they move through the school
- Classes remain balanced in response to mid-term pupil transfers and transitions
- A greater sense of community

## 3. Principles

The arrangements for class mixing are based on the professional judgements of Class Teachers, the Senior Leadership Team and the Headteacher.

- We will always consider what is in the best interests of individual children and classes when making allocation decisions.
- We will always consider the happiness and welfare of the children and will take into consideration existing friendship groups when we create new classes.
- Children will be asked to name up to **three** children they may like to be in a class with for the forthcoming year. The choices are considered equally and are not listed in order of preference.
- When teachers organise classes, they will ensure that each child is in a class with a minimum of **one** of the three named. The school does not guarantee which friend this

will be and does not take requests except in exceptional circumstances deemed so by the school.

- In some cases, where a child has an Educational Health Care Plan (EHCP) or SENIF Funding, the SENDCo may contact parents to review the child's choices.
- Class Teachers meet to ensure a range of educational, social and personal needs gender, maturity and a good balance of friendships are represented in each class.
- Teachers will allocate classes based on their in-depth knowledge of the children.
- Senior Leaders and the Pastoral Team (ELSA/FSW) meet with teachers to discuss and finalise classes.
- It is not possible to allow parental preferences for particular teachers to be taken into account.
- The Headteacher and Senior Leaders meet and approve classes before they are published.

## **4. Roles and Responsibilities**

### **4.1 Headteacher:**

- Ensure the implementation and review of the class allocation policy.
- Provide guidance and support to staff regarding class allocation decisions.
- Oversee the allocation process to ensure fairness and consistency.
- Approve the final class allocations.

### **4.2 Senior Leaders and Class Teachers:**

- Collaborate with the Headteacher and other staff members to allocate students to classes.
- Consider the needs, abilities, and social dynamics of each student when making allocation decisions.
- Ensure classes are well balanced in respect to the class allocation process considerations detailed further on in this policy.
- Provide feedback and recommendations to the Headteacher regarding class allocation.

### **4.3 Parent / Carers:**

- Respect the decisions made by the school regarding the class allocation for their child.
- As is the usual practice, if parents / carers have any concerns during the academic year, they should speak to the class teacher in the first instance.

Please trust the school to make the best choice for each individual child and how they present at school. Where siblings could be placed in the same class, in the case of twins for example, parental 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.

## 5. Class Allocation Considerations

The class arrangements are agreed by the professional judgement of senior leaders and teachers. These are the factors that are considered before classes are finalised:

- The social and emotional needs of children
- The needs and academic abilities of individual children
- The needs of children based on age and maturity
- Ensure classes are equally balanced in gender and ability
- The need to accommodate a child's preferred learning style
- Balancing of class sizes and resources
- The possible need to separate children

The school will also consider the following as part of the decision making process:

Date of Birth	Gender Mix	Behavioural Needs
Academic ability	Specific Learning Needs	Friendship groups
Social or emotional needs	Cohort Dynamics	Personalities

## 6. Implementation Strategies

### 6.1 Communication:

- Provide clear and timely information to parents and pupils about the class allocation process.
- Communicate the rationale behind class allocation decisions to parents and pupils.
- Address any concerns or queries raised by parents and pupils regarding class allocation in line with this policy.
- New class information will be shared with parents and children towards the end of June.

### 6.2 Transition Process:

- A planned transition programme will facilitate a smooth transition for pupils into their new classes.
- Opportunities will be provided for pupils to meet their new classmates and teachers before the start of the new academic year (notwithstanding the prior commitments of new members of staff joining the school).
- Offer support and guidance to pupils who may require additional assistance during the transition period.
- Parents will have the opportunity to meet new class teachers at the school open day held in the last full week of the summer term.

### **6.3 Staff Collaboration:**

- Foster a collaborative approach among staff members to ensure a holistic understanding of each pupil's needs.
- Encourage open dialogue and information sharing among staff members during the class allocation process.
- Provide professional development opportunities to staff members to enhance their understanding of effective class allocation practises.

## **7. Review**

The policy will be reviewed every 3 years to ensure its effectiveness and relevance. At each review, the policy will be agreed by the Advisory Board.

- Feedback from staff, parents, and pupils will be considered during each review process.
- Any necessary updates or revisions will be made to the policy based on the review findings.

## **8. Monitoring and Evaluation**

- The implementation of the class allocation policy will be monitored regularly to assess its impact.
- Data regarding student progress, well-being, and social dynamics will be collected and analysed to inform future class allocation decisions.
- Feedback from staff, parents, and pupils will be sought to evaluate the effectiveness of the class allocation process.

## **9. Confidentiality and Data Protection**

- All personal information collected during the class allocation process will be treated confidentially and in accordance with data protection regulations.
- Access to student information will be restricted to authorised staff members involved in the class allocation process.