



Godmanchester Community Academy

Class Allocation Guidance

September 2022

Introduction

This policy sets out the process by which children at Godmanchester Community Academy are allocated to class groups. There is a statutory requirement that no class in Foundation Stage (Reception) and Key Stage 1 (years 1 and 2) will have more than 30 pupils. In Key Stage 2 (years 3, 4, 5 and 6), the statutory requirement is removed and there is no upper limit to the number of children in a class. However, classes in Key Stage 2 at Godmanchester Community Academy will only exceed 30 pupils in exceptional circumstances and at the discretion of the Co-Headteachers.

Rationale

The school's primary motivation when considering class allocation is to ensure the classes are evenly mixed based on the criteria set out below.

The school also believes it is important for groups of children to be mixed within the primary years of their education to promote wider friendships across the year group and to prepare the children for transition to secondary school.

Criteria considered during class allocation from Years 1- 6

There is no set formula for deciding which children will form each class group. The class arrangements are agreed by the professional judgement of senior leaders and teachers, taking the following criteria into account:

- Special educational needs
- Pupil Premium
- Achievement
- Gender balance
- Friendships

Parent and carer's contribution

It is not possible to allow parental preferences for particular teachers or classmates to be taken into account and it is not our policy to make changes once pupils and parents have been informed. 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 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.

The Process

Whilst school leaders and teachers will discuss class allocations on an annual basis, class groups are unlikely to be mixed every year.

Class mixes are planned in the following transitions:

- Reception into Year 1
- Year 2 into Year 3
- Year 4 into Year 5

The decision to mix class groups, however, remains at the discretion of the Co-Headteachers.

When a mix is to be made, the following stages are followed:

- Staff meet to draw up potential class lists using the criteria outlined above (pupil suggestions are used to inform friendships).
- Classes and allocation of teachers are then finalised with Senior Leaders.
- Children will be told by their current class teacher about their new class; parents will be informed by Parent Mail on the same day
- Children will then spend time with their new class group and with their new class teacher.
- Classes will not be changed after this point.

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

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To be reviewed only if deemed necessary by the Governing Committee.