

Richmond Hill Primary Academy



Placement of Pupils in Class Policy

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Version	2

RICHMOND HILL PRIMARY ACADEMY SCHOOL

PLACEMENT OF PUPILS IN CLASSES

Rational:

- A clearly defined, collaborative process for the placement of children into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

Aims:-

- To provide each child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.
- To form well balanced classes of children that take into account the social, emotional, academic, physical, specific needs of children (e.g. SEN) as well as the characteristics of each child.
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

Implementation:-

- The allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal.
- The process of forming classes will commence April of the preceding academic year.
- The Principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
- Staff members will be required to work collaboratively to create draft classes of pupils.
- Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Infant classes should be smaller whenever possible (no more than 30 in Foundation & KS1).
- Preferred class compositions are single year group (or dual year groups levels when there is no alternative and is subject to finance).
- All parents input must be directed to the Principal and placed in writing by the end of March. The Principal will inform staff of parent input prior to the formation of classes. This information will be taken into account wherever possible within reason.
- Once draft classes are completed, the Principal will make any necessary final alterations.
- The Principal reserves the right to reorganise sets, and under exceptional circumstances, classes throughout the year.

- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents and pupils either during class swap days or during transition meetings.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal in writing.

Evaluation:-

This policy will be reviewed as part of the school's three-year review cycle.