



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

Let Your Light Shine  
Matthew 5:16

# School Class Allocation and Transition Policy



This policy was approved as follows:

**Date:** May 2021

**School owner:** Headteacher

**Next review  
date:** May 2023

**Version:** 1.0

**Review frequency:** 2 Years

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

# The Kibworth C of E Primary School Class Allocation Policy and Transition 2021

This policy sets out the process by which children at The Kibworth C of E Primary School are allocated to classes.

## 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 phase of learning. This means children will be allocated to new class groups for entry into Year 1, Year 3 and Year 5. This 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
- Greater social interaction and educational equality between children as they move through the school
- That the classes remain balanced in response to pupil transfer and transition during phases
- A greater sense of community

## 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 as a whole when making 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. The children will be asked to name three children they may like to be in a class with. When teachers organise classes they will ensure that a child is in a class with the 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.
- 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 be allocating classes based on their in-depth knowledge of the children.
- SLT and the ELSA Team meets with class teachers to discuss and finalise groupings
- Headteacher and SLT meet and approve classes

## Time Frame

- New classes are shared with parents and children in June.
- Children will have a transition programme when they will meet their new teacher (not withstanding the prior commitments of new members of staff)
- Parents will have the opportunity to meet new class teachers at the school open day held in the last week of the summer term.

## Criteria for Mixing Classes

The class arrangements are agreed by the professional judgement of senior leaders and teachers, taking the following criteria into account:

- The needs of children socially
- The needs of individual children academically
- The needs of children based on age and maturity
- The need to teach classes equally balanced in gender and ability
- The possible need to separate children
- The need to accommodate the child's preferred learning style

The school may also consider;

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

## Parent and carer's contribution

It is not possible to allow parental preferences for particular teachers to be taken into account and it is not our policy to change the class lists once published. 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.

## Review

The policy will be reviewed every 2 years. The Headteacher and SLT will review the process and criteria for each year's class mixing arrangements.