



STALYHILL INFANT SCHOOL

Class Allocation Policy

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Staff Member:	Headteacher
Governor:	N/A

Class Allocation Policy

At Stalyhill Infants we will continuously strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of their gender, transgender, ethnicity, culture and religious background, sexuality, disability, or special educational needs and ability. The school will actively promote equality and foster positive attitudes and commitment to an education for equality.

Rationale

As a two-form entry school, a process of class allocation needs to take place before children enter the school. 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.

Information gathering

The school is required to create two equal classes of 30 children using information provided to them by parents and feeder nurseries and taking into account a range of other factors (see list below).

It is a borough-wide policy in Tameside that all EYFS settings and childcare providers provide schools with transition information about each child they will be receiving. This is done on a standard format, issued by Tameside LA.

We also invite all nurseries and childcare providers to contact us directly if they have any additional information they wish to share.

Parents and carers are invited to let school know of any information they wish us to consider on the form sent out to them via Parentmail. This form can be seen in Appendix A.

The allocation process

Organising classes is a complex 'jigsaw puzzle' that school staff consider very carefully, and a large number of factors are taken into account when classes are created.

We aim to achieve a balance across both classes and try to find a combination that will allow all children to achieve the best possible outcomes during their time in school.

Factors that we consider include, but are not necessarily limited to;

- Gender (to ensure a balance across both classes)
- Children's individual and additional needs /disabilities
- Medical needs
- Speech & Language needs
- Children who are cared for

- Existing friendships (where known)
- Children who are summer-born
- Multiple siblings in the same cohort (twins/triplets etc.)
- Experience and knowledge of class teacher

In addition to the consideration of these factors, coupled with the need to create classes with no more than 30 children in each, *and* the fact that school staff do not yet know any of the children personally, parents must accept that there may also be an element of random allocation applied.

Nursery and childcare settings

Where possible, we aim to keep small numbers of children from the same nursery/childcare setting together when allocating classes.

When very large numbers of children come from one nursery/childcare setting, it has been our policy for a number of years to split the group across the two classes. This is a decision taken following many years of experience and is designed to support all the children to settle in, make new friends and to promote a positive, friendly culture right across the Reception cohort.

When splitting a large group between the two classes, it may not be an equal 50/50 split as this will once again depend on all the other factors to be considered.

Where possible, and where this information has been provided, we will always endeavour to ensure that every child has at least one named friend in their class with them. We cannot however guarantee that large friendship groups will be kept together.

Parent and carer's contribution

As stated above, parents and carers are invited to let school know of any information they wish us to consider on the form sent out to them via Parentmail.

We cannot guarantee that all parental requests will be accommodated as factors surrounding all the children need to be taken into account and requests may not all be compatible.

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.

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.

The class allocation decision for each child is confidential and will not be discussed with other parents.