

Procedure for Class Allocations



Walton-on-Trent CE (C) Primary and Nursery School

This procedure was written after consultation with staff and presented to the Local Governing Body during Summer Term 2024. This procedure will be reviewed in 2026.

At Walton-on-Trent CE (C) Primary and Nursery School our policies and procedures have been written to comply, appropriate, with the General data Protection Regulations – GDPR 2018. Further information regarding GDPR is available on the school website.

Procedure for Class Allocations at Walton-on-Trent CE Primary and Nursery School



Context

We currently have a PAN of 20 children per year group. To make viable classes of 30, we need to split two year groups.

Purpose of this procedure

The purpose of this procedure is to ensure clarity and transparency around how and when decisions about class allocations will be made.

Current organisation

We have worked really hard as a school to ensure equality of provision for all pupils so that, irrespective of which class pupils are allocated a space in, they will receive the same provision, the same opportunities and the same high expectations.

Some lessons are currently taught in single-age year groups, including daily maths, daily phonics, weekly science and weekly PSHE.

Allocation of pupils

Primarily, children entering into split year groups will be allocated spaces based upon their age. The youngest 10 pupils will initially be allocated a place in the class with the younger children and the oldest 10 pupils will be allocated a place in the class with the older children.

School reserve the right to make discretionary exceptions to this if it is felt that it is in the best interests of a child or the cohort as a whole. These decisions will always be discussed with the family of the child before any formal announcements are made.

Decisions on class allocations will be announced by the end of June at the very latest.

Final Decision

Whilst we will consider the point of view and wishes of the individual child and their families, the final decision on class allocation will be made by school.

If a parent disagrees with the decision of the school regarding an allocation, they can seek redress through the JT MAT Comment, Compliments and Complaints Policy: <https://jtmatt.co.uk/wp-content/uploads/2023/08/JTMAT-Compliments-Comments-Complaints-Policy.pdf>