

Highfield CE Primary School

Class Selection Policy 2025



Approved by: The Governing Body

Date: 26th January 2025

Last reviewed on: January 2025

Next review due by: January 2027

1. Overview

This policy outlines the process for managing class sizes and pupil placement in a school where all classes consist of split-year groups, except for Year R, which consists solely of Year R pupils. Our Published Admission Number (PAN) is 45, which necessitates split classes. Teachers are trained to deliver effective instruction tailored to split-year groups, ensuring age-appropriate and balanced progress for all pupils.

Class sizes for both Key Stage 1 (KS1) and Key Stage 2 (KS2) will be capped at 30 pupils per class, except where approval has been granted by the Education Authority. This ensures consistency in class sizes across all year groups.

2. Selection Criteria for Split-Year Classes

The selection process aims to create balanced classes in terms of gender, ability and special educational needs. Pupils will be placed according to the following criteria:

- **Gender balance** will be maintained as much as possible across all classes. Efforts will be made to achieve this while recognising that some cohorts may naturally have an uneven gender distribution.
- **Fair distribution of abilities** will be considered to ensure balanced class groupings.
- **Friendships and well-being** will be taken into account to support pupils' confidence and adjustment in their learning environment. While specific friendship groupings cannot be guaranteed, teachers and staff will use their knowledge of pupils to place each child in a supportive and positive setting.
- **Special educational needs (SEN)** will be considered to ensure appropriate support and resource distribution across classes, prioritising each child's learning and development. The SENCO will work closely with class teachers during the allocation process to ensure that pupils with SEN receive the necessary support.

3. Class Placement and Movement

- Twins will be placed in separate classes unless parents request otherwise.
- Siblings of different ages will be placed in different classes.
- Requests for changes to class placement for friendship preference will not be considered. While we understand parents' and pupils' concerns about friendship groupings, our priority is to ensure a balanced and effective learning environment for all children.
- Any deviation from the selection criteria requires governing body approval to ensure fairness and consistency.

It should be noted that moving one child can have an impact on many of the remaining children in the class.

4. Mid-Year Admissions and Withdrawals

Children will be placed in the classroom where a space is available. Teachers will implement strategies to support new pupils in forming positive relationships and adapting to their new class environment.

This policy ensures that class allocation remains structured, transparent and in the best interest of all pupils.