



Procedures for allocation of new children to parallel classes (Summary)

When the school has been informed of the names of children starting in our reception classes in September, they will be listed in chronological order of date of birth for boys and girls.

Children will then be allocated to classes by a panel consisting of the Headteacher, Foundation Stage Leader and Special Needs Coordinator.

The panel will aim to:

- Create mixed ability classes of similar profile relating to age, gender and ethnic background so as to offer children equal curricular and social opportunities.
- Take into account the specific social, emotional, or behavioural needs of individual children, where known, and to allocate children with special needs across the classes, being aware of staff expertise and the physical environment provided.
- Do their best to make sure that each child is put into a class with at least one other child from their previous setting or that they know.
- Consider other information available through visits to a child's previous setting about how he/she learns and develops harmonious relationships with his/her peers.
- The panel will endeavour to deal sensitively with every child, holding relevant discussions where appropriate, and their decision will be final.

- Although we cannot guarantee that we can meet requests, parents and carers should contact the headteacher in writing if a child has any health problems, disabilities, special educational needs or exceptional circumstances that need to be considered by the panel in making their allocations.

- The placement of siblings within the same age group will be discussed with parents and their views will be taken into account.

Where parallel classes continue year on year, it is expected that the class composition will remain unchanged unless there are exceptional reasons for moving children to other classes. If changes are to be made, discussion will take place with parents in advance.

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