



Class Allocation Policy

Rationale

The school is committed to ensuring the best combination of students in each class so that all may achieve their full potential. When transitioning into a new class, students will be placed in their classes with consideration to;

- Social and emotional needs
- Personalities
- Friendships
- Age and maturity
- Cohort dynamics
- Gender mix
- Peer groups
- Behavioural needs
- Specific learning needs
- Academic Abilities
- Date of Birth
- Languages spoken

The Arcadia team is committed to nurturing all aspects of every child's capabilities and respects the trust that parents hold that the school will do the very best for their children.

Aims and Objectives

The aim of this policy is to provide all members of the school community with information regarding the class placement of students, which in turn enhances clarity, transparency and consistency.

Policy on Student Placement and Class Allocations - Primary

Class lists and preparation procedure

- Should parents have any specific concerns, these must be made in writing to the Class Teacher/Year Leader at the beginning of the second term
- At the start of the final term of the school year, the leadership team looks at the needs of the whole cohort to decide whether or not they need to be re-organised for the following year. This decision is not made lightly and takes into consideration a wide range of factors, based on the criteria above.

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- In addition to the above considerations, teams will take into account the number of classes in the current cohort, the number of classes in the next academic year, students who have left and joined this year and therefore the overall dynamic of class balance across the year group. The happiness and dynamics of the students is paramount as is the balance of gender, academic abilities and learning needs.
- We will only mix the year group if, based on the above criteria, the leadership team feels it is in the best interests of the cohort as a whole, taking into account every class in that year group. This will be reviewed every year and if there are no concerns regarding the year group, it will not be mixed. This means that there may be years where classes are mixed in consecutive years or they may stay the same for several years. Rather than have fixed re-organisation points, it is essential that we adapt to the needs of the children each year as they grow and change.
- Year leaders, along with class teachers will begin to create the initial lists for the new classes, beginning the following academic year. The children's opinions will be taken into account. Any parent issues or concerns should have been raised prior to this through normal lines of communication or parent teacher consultations.
- The year leaders consult their teaching teams, including specialists, on student allocation following guidelines in the **Rationale** and refer to parent concerns where appropriate.
- The finalised class lists will be completed before the transition programme at the end of the academic year.
- Following the publication of the class lists, any further parental concerns can be put in writing to the Year Group Lead. This should be in rare cases as any prior concerns should already have been identified.
- The children of parents who owe fees will not be listed on the class lists at this point.

Prior to joining Arcadia, the school will consider specific requests but will not guarantee that they will be implemented. The Heads of each school, in conjunction with the school's Leadership Team, will have the final say in the placement of children in classes.

The class allocation decision for each child is confidential and will not be discussed with other parents. 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. We have the right to move a child within the academic year to another class if we think it is in the best interest of the child.

By enrolling a child at Arcadia, a parent is entrusting the school to make the best choice for each individual child, based on its professional judgment. The decision of the school is final.



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Policy on Student Placement and Class Allocations - Secondary

1. Year 6 to Year 7 Transition:

Friend Guarantee: For students transitioning from Year 6 to Year 7, the school will guarantee placement with one friend to assist with settling in. This guarantee is applicable only during the first year in Year 7.

2. Year 7 to Year 11 Class Allocations:

From the next academic year, students in Secondary will be streamed in Mathematics, English, Science, Arabic, MSCS and MFL. This decision has been carefully considered and is underpinned by both student data and educational research. Stream allocations will be based on students' end-of-year assessment results, GL assessments and CAT4 indicative grades to ensure an evidence-based approach. Research shows that targeted teaching within ability groups can better meet students' individual needs, allowing for greater challenge and support where appropriate. In addition, smaller nurture groups will be established to provide enhanced support for those who require it. Streams will remain fluid throughout the year, enabling students to move between groups as appropriate to ensure they receive the level of support or challenge they need to achieve their full potential.

3. Year 10 and Year 11 Subject Choices:

Subject Allocation: Class allocations for students in Year 10 and Year 11 will be dictated by the student's subject choice to align with academic entry requirements and logistical considerations.

4. Appeals and Final Decisions:

Final Authority: While parents have the right to appeal decisions regarding student placements and class allocations, the school retains the final authority on all such decisions.

5. Class List Distribution:

Year 8 to Year 13: Class lists for students in Years 8 through 13 will be distributed during the first week of the term to accommodate any late joiners.

Year 7: Class lists for Year 7 will be provided in Term 3 by the Year 6 transition team to facilitate a smooth transition for incoming students.

This policy aims to ensure a fair and supportive process for student placements and class allocations while maintaining the school's authority and flexibility in managing these arrangements.



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**ARCADIA BRITISH
SCHOOL**

مدرسة اركاديا البريطانية

Date of implementation: August 2017

Date of review: May 2026

Responsibility: Head of Admissions

Board Review: July 2025



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