



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,

- Gender mix
- Peer groups
- Behavioural needs
- Specific learning needs
- Social and emotional needs
- Personalities
- Age and maturity
- Cohort dynamics
- Academic abilities
- Date of birth

The Arcadia team is committed to nurturing all aspects of every child's capabilities and respect 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 class placement of students, which in turn enhances clarity, transparency and consistency.

Class lists and Preparation Procedure

- At the beginning of term 2B the Head of Admissions begins the procedure by liaising with class teachers to create the initial lists for the new classes, beginning the following academic year
- The year leaders consult their teaching teams, including specialists, on student allocation following guidelines in the **Rationale**. The completed lists are returned to the registrar at the end of term 2B
- Should parents have any specific requests, they must be made in writing during the parent-teacher consultations in term 3A or be made in writing to the relevant year leader during term 3A
- The class lists will be finalised two weeks prior to the end of the academic year and will be displayed in the main school foyer. No changes will be entertained to class lists once they lists have been displayed. Parents who have not reregistered their child or who owe fees will not be listed on the class lists

The school will consider specific requests made during term 3A but will not guarantee that they will be implemented. The Principal, in conjunction with the Arcadia School 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.



Nurture
Lifelong
Learning

ARCADIA SCHOOL

www.arcadia.sch.ae

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. It is also the school's policy to not change class placement to alter the Year level of a child during the year.

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.

Policy Implemented: September 2019

Policy Review Date: September 2019

Policy Link: [Enrolment Policy](#)