



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
- Languages spoken

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 the class placement of students, which in turn enhances clarity, transparency and consistency.

Class lists and preparation procedure

- Should parents have any specific concerns, these must be made in writing to the Registrar at the beginning of the second term
- At half-term, in the second term of the school year, the registrar 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** and refer to parent concerns where appropriate
- The finalised class lists will be completed before the transition programme which is held three weeks prior to the end of the academic year.
- Following the publication of the class lists, any further parental concerns can be put in writing to the registrar

- The children of parents who owe fees will not be listed on the class lists at this point

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.

Date of implementation: August 2017

Date of review: July 2021

Responsibility: Head of Admissions

Board Review: July 2021

Version: 3