

Wells Primary School

Class Organisation Procedure



Signed _____

Chair of Teaching & Learning Committee

Last reviewed: September 2025

Class Organisation Policy

Wells Primary School is a 1.5 form entry school with 45 children in each year group. Therefore classes in school are organised as follows:

Reception	the 45 children are divided between 2 classes of 23/22
Years 1 and 2	the 90 children are divided between 3 classes. These classes are referred to as Key Stage 1
Years 3 and 4	the 90 children are divided between 3 classes. These classes are referred to as Lower Key Stage 2
Years 5 and 6	the 90 children are divided between 3 classes. These classes are referred to as Upper Key Stage 2

Aim:

It is our belief that pupils benefit greatly from working in classes with a reduced age spread. Therefore the model set out in this policy is aimed at ensuring that teaching and learning is targeted and focused.

Classes are grouped as follows:

The oldest 30 children in the older academic year to form one class.

The youngest 30 children in the younger academic year to form one class.

The balance of the youngest 15 children in the older year and the older 15 children in the younger year to form a mixed academic year class.

Caveats contained within the policy:

- Children joining the school from outside either part way through or at the start of an academic year will be accommodated with the model where their date of birth indicates. However, if there is no vacancy within this group, the Governors have decided that no existing pupils should be moved out of an established group to accommodate the arrival of a new entrant. The new entrant will be accommodated where a vacancy exists.
- A child arriving mid-year and NOT placed in a class in chronological order, will the next academic year, be considered alongside all other pupils and placed in a class according to chronological order.
- Where two or more children have the same date of birth, their ranking on the class list will be determined by drawing lots.
- There are a number of pupils within the school whose special educational needs would indicate them being better served in one particular class or another. When class lists are drawn up these

children will be placed in the class that the Headteacher decides will be best for them, irrespective of whether it is the class that their date of birth indicates.

- A similar commitment will be made to twins or triplets. Some parents may prefer their children to be kept together and some would prefer their children to be taught separately. Their particular requirements will also be taken into consideration when class lists are drawn up.
- The placement of children in care or those subject to Special Guardianship Order or those adopted will also be given the same consideration as pupils with Special Educational Needs.
- If there is a disproportionate number of girls or boys within a particular phase the Headteacher may decide to allocate children more equally in terms of gender, paying the same consideration to chronological age.
- If there are extenuating circumstances which make it untenable for children to be in the same class, the Headteacher may decide to place children out of chronological age order.