School's Class Move Policy

(pupils moving classes or mixing of classes)

Reviewed: November 2026

Review date: November 2029

Ratified by the head teacher and executive director- 16.11.26

Policy Aims

This policy aims to give clarity for parents, carers, pupils and staff about when pupils may change classes, for what reasons and how the process will be managed by the school.

Organisation of Classes at Dobcroft Junior School

Typically there are 3 classes per year group in our school (approximately 96 pupils) and wherever possible classes are balanced with regards to pupil numbers. We recognise the importance of providing pupils with stability and consistency in relation to friendships and peers, but also are mindful of preparing pupils for secondary school where they will face mixed classes and regular change of teachers.

Transition to Year 3

Approximately 90 pupils transition from Dobcroft Infant School in 3 classes and between 4 and 6 pupils join the junior school from a different key stage 1 settings in September. Wherever possible we endeavour to keep the pupils in the same class group as they were at Dobcroft Infant School in year 2. We believe that moving to a new school with familiar friends and peers ensures the transition is smoother and children settle more quickly to life at the junior school. In exceptional circumstances and in conjunction with Dobcroft Infant School staff it may be that we mix classes during transition for the overall benefit of all pupils. Pupils joining the junior school from a different infant school will be placed in one of the 3 classes.

~~When mixing classes, the primary aim is to ensure that the three classes are as balanced as possible with regards to the following:~~

- ~~Pupil numbers~~
- ~~Gender~~
- ~~SEND needs~~
- ~~EAL needs~~
- ~~Social emotional and behaviour needs~~

Class Mixing within Key Stage 2

We recognise the value of pupils mixing classes during their time at the junior school and our overall aim is for this to happen at least once; either at the end of Year 3, 4 or 5.

Some of the benefits of mixing classes include: opportunity for pupils to form new friendships, ensure a continued balance/mix of pupils, responding to the growing needs of pupils as they develop and mature, prepare pupils for change at secondary school, develop pupil's resilience.

Creating New Classes

Mixing classes is a logistical challenge with many factors to consider. The decision on whether or not to mix classes is made by the senior leadership team with the relevant class teachers usually in the spring term. The following outlines how school communicates and engages with parents and carers throughout this process:

- Parents & carers are informed of the decision to mix the classes in the summer term.

- Pupils are asked to name up to 3 children they would like to be with in their class next year (there is no ranking order)
- Our aim is for at least 1 of the pupil preferences to be met
- Parent and carers are given the opportunity to write to the Head Teacher regarding any 'negative preference' with whom they do not wish their child to be placed with and why
- Wherever possible this request will be met, but it will be considered with all other deciding factors

Class teachers of the current year to be mixed will create the 3 new classes. When creating the three classes the aim is to create as far as possible *three balanced classes* with regards to the following factors:

Class teachers therefore consider the following (in no particular order):

- Gender
- Pupils with English as an additional language
- Pupils with SEND
- Pupils who have significant social, emotional and behavioural needs
- Pupil numbers
- Any other relevant factors

As well as the above class teachers consider pupil's positive preferences and aim for every pupil to move to their new class with one of the pupils they have named out of the three. They will also consider any negative preference requests that have been made by parents via the headteacher.

In the event that parents/carers haven't named 3 pupils then school cannot guarantee that a preference is met.

The order that the 3 pupils are named are not preferential and as such staff will not consider any numbered order.

The new class allocations will be shared with pupils at least 2 school days before the transition day in school. This allows children the time to process who they are going to be with the following year, shortly followed by a transition day with their new class teacher and peers. This normally takes place within the last 2 weeks of the school year.

Parent & Carer Concerns

We recognise that mixing classes may cause anxiety for pupils and parents/carers. If parents and carers are unhappy about their child's new class allocation then they should in the first instance discuss the decision with the child's current class teacher. This way they can gain an understanding of how decisions were made and how their child's needs have been considered. We would urge parents and carers to allow time for their child to settle in their new class, form new friendships with their peers and relationships with adults. Their child's future class teacher will monitor and communicate with parents/carers to ensure a plan is in place to help their child integrate into their new class setting. If parents/carers still have concerns after meeting or speaking to their child's class teacher, they can raise these with a member of the senior leadership team under school's complaints procedure.

Individual Class Moves

At times there are exceptional circumstances that means individual pupils may need to change classes, either mid-way through the year or at the end of a school year (when the other pupils are not mixing). This situation may arise:

1. By school recommending to parents and carers that their child change classes
2. By parents and carers requesting their child change classes

Such exceptional circumstances may include but are not exclusively:

- Ongoing relationship challenges (e.g. bullying, persistent friendship difficulties)
- Consideration of a broad range of pupil's needs in addition to the pupil who needs to change classes
- Safeguarding and child protection
- External school factors (e.g. home circumstances)
- Persistent disruptive behaviour of one or more pupils

The request for a child to change classes should be made in writing to the Head Teacher, clearly outlining the reasons why and the impact that the class change is expected to have upon the pupil.

The head teacher will then discuss the request with the relevant members of staff and consider the reason for the change. In the first instance efforts will be made to improve the current situation in order to mitigate the need to change classes. In the event of the class change being necessary the Head teacher will also discuss the impact upon other relevant pupils with staff in school. For example, if a pupil is being bullied is it the perpetrator or the victim who should change classes; if the reason is because of friendship difficulties should more than one pupil change classes and would a change leave another pupil isolated? The decision to move a pupil or pupils from one class to another will only be discussed with the parents or carers of those pupils. As with mixing classes the following factors (but not exclusive) will be considered when making a final decision:

- Gender
- Pupils with English as an additional language
- Pupils with SEND
- Pupils who have significant social, emotional and behavioural needs
- Pupil numbers
- Any other relevant factor

An overall judgement is made by the head teacher, in conjunction with the relevant staff as to the holistic benefits of the child remaining in their current class versus moving to a new class.

In the event of school considers it necessary for a pupil change to classes, parents and carers will be invited to discuss the issue with the Head Teacher, where the reasons for the exceptional change will be explained and the proposals to integrate the pupil into their new class setting. If parents and carers are unhappy with the school's decision, then the matter will be managed under the school's complaint policy.