



**METHERINGHAM  
PRIMARY SCHOOL**

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## **Policies, Procedures, Regulations and Guidance**

<b>Document Title:</b>	Class Organisation Policy	
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<b>Approved by:</b>	Full Governors	
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<b>Version Number</b>	<b>Date Authorised</b>	<b>Summary of Key Changes</b>
2	January 2026	

## **Metheringham Primary School Class Organisation Policy.**

Metheringham Primary School has an existing Planned Admissions Number (PAN) of 40 for pupils entering our Reception class at the beginning of the academic year in September. With Infant classes being restricted to 30 pupils, this means that we will have to operate with split year groups in school. Split classes are therefore managed throughout the primary years at Metheringham. Where possible the school will try to restrict the number of split year group classes and at the same time try to ensure that the numbers of pupils in classes are consistent in size.

With this in mind, the following criteria are used to allocate pupils to classes;

### **Foundation Stage**

If more than 30 pupils register to start in our Reception class, then we will have to run a Reception class and a Reception/Year 1 class. Pupils will be allocated to these classes by age. The older Reception pupils will join the Reception /Year 1 class with the younger pupils in the Reception class. The exception to this would be if this would result in siblings in the same class and any other learning or developmental need that would require a pupil being in a different class. The school would require notification of this through the Local Authority SEND team.

### **Year 1 pupils in the Year 1/Foundation Stage class.**

The school uses information gathered from the Early Years foundation Stage prime areas to ascertain which pupils would benefit from being in the Reception/Year 1 class. Children are also asked to identify their friendship groups in school so that they can be placed with at least one of their friends. This will be discussed with parents at parents evening and in arranged meetings when the classes are drawn up.

### **Years 1/2/3/4/5 and 6.**

The classes in these year groups will change every year depending on the numbers in each year group and on how the classes will be fairly split so that there are similar numbers of pupils in each class. Considerations will also be given to the level of needs in each class to ensure all SEN and health needs can be met. Class teachers will discuss and decide which pupils should be placed in which class. They will consider the following criteria;

- Social groupings and friendship groups in school
- Emotional wellbeing and readiness
- Learning needs
- Academic needs

Where it is felt necessary, parents will be consulted about their child's class placement and the reason for this placement will be discussed.

Our KS2 class sizes are capped at 34 by our Governing Body.

February 2026      Review date February 2027