



## Oakwood Primary School Classroom Placement Protocol

Oakwood Primary School is a two-form entry school.

We have a PAN (Published Admission Number) of 60 in each year group.

When there are 60 children placed in each year group, we are **full**, and potential new admissions go on a waiting list. All admission procedures, including our policy, PAN and waiting list are handled on our behalf by Southampton City Council.

Once children have a place at Oakwood, it is the school's decision which class they are placed in.

### Coming from pre-school into Year R

We visit as many of the pre-schools as we can. We will visit all pre-schools which have at least five children coming to Oakwood, or have children with special needs, unless there are unavoidable circumstances which make this impossible. If we are unable to visit, we will have a comprehensive telephone discussion with the pre-school lead and key workers where possible.

When we place children in the two classes, we find a balance between ability, term of birthdays, and gender, and we make sure that some children from each pre-school go into each class. This is part of the social aspect of starting school and getting to know new children from different places. We listen carefully to the advice of the pre-school about which children are friends and which children get on well, and which children work together the best. Occasionally, a pre-school might advise that "best friends" are not the best working partnership, and we take that into account too.

Parents often make specific requests about class placements and, while we listen to these, it is pre-school key workers' advice and the other criteria mentioned above which drive our decisions.

It is very unlikely that a child will be placed in a class without some of their pre-school friends, but it is equally unlikely that they will be placed in a class with **all** of their pre-school friends.

As our Year R classrooms are open plan, children get used to working with new friends and partners very quickly, whilst maintaining their friendships from pre-school, and making new ones.

Once the two classes are decided, changes are not made.



## **Year 1 - 6**

Our aim is to provide stability and consistency for children, whilst also giving them the chance to broaden their friendship groups as they grow older.

As such, we will often look to mix classes at the end of Year 2 and the end of Year 4. This will depend on many factors, with the needs of the children at the forefront. It will be reviewed each academic year. In rare cases, we may decide to mix at the end of other years if needed.

When mixing classes, we will always ask children to choose a few friends they would like to be in a class with, but we don't guarantee they will be in a class with all of those friends - some strong social friendships are not productive for work and progress.

We do not consider parents' requests to move individual children to either be with, or not be with, other children, or requests for a particular teacher.