



## **Pupil Placement Procedure**

### **Management Procedures for managing class sizes, class placement, retention, promotion, choosing friendships for following year's classes**

#### **RATIONALE**

Glendowie has a cohort entry policy whereby students who are 5 may enter school on the dates advertised to us by the Ministry of Education (MOE) as cohort entry dates. Cohort entry dates are the beginning and middle of each term - 8 times during the year. Students must start by their 6th birthdate. Students may only start outside of these cohort entry dates if they missed the cohort start date due to special circumstances or illness or if covid lockdowns interrupted expected plans. (This may include overseas travel, or special unexpected circumstances that the Principal deems meets an exemption from the policy.) It would be expected at the time of pre-enrolment that the parent would have indicated their intention to start in terms of our cohort policy. If an exemption is given due to special or unexpected circumstances then this will be entered on the students enrolment form.

#### **PURPOSE**

To place children in appropriate learning/social environments as they progress through the school.

#### **UNDERSTANDINGS**

- Classes are set by Management in terms of the funding the MOE gives as well as the BOT funding. This is discussed with the BOT in November each year.
- The budget each year looks at the resourcing and funding, and the BOT allocation of additional staffing.
- The school recognises that the staffing ratio is allocated by the MOE at a different ratio for the different year groups and that when classes are allocated at Year 1 level, it is with the expectation that we can manage the ratios without overcrowding classes for the following years. We are dependent on parents pre-enrolling at a minimum of 6 months before their child's fifth birthday in order to look at staffing scenarios for the following year.
- Where possible the school endeavours to not have composite classes but instead to manage the roll numbers in each year group. However, roll numbers fluctuate each year and so school wide manageability, together with MOE staffing allocations and the BOT's agreement for staffing additional teachers, will mean that an annual decision will be made.
- It is expected that because the teaching and learning programme differentiates the learning in each classroom, that students will be kept in their age group. There may be times when we will need to relook at a class placement for a child who has significant special needs. This may include a managed entry to school as directed and supported by the Ministry of Education. This generally will be where they fit the Ministry funding categories of high needs or very high needs, or may be moderate needs under the RTLB service, or a psychological report confirms significant learning difficulties. A factor could also be their classification from their previous school or their understanding of the English language. The school would be cautious of a situation where a child went to another school or home schooled for a short time and then enrolled at Glendowie School in order to gain admittance to a class outside our year group age procedures.
- It is recognised that there can be 12 months or more between the eldest and youngest in a class but the teaching and learning programme will still cater for their academic, physical, social and emotional needs.
- Each year children who turn 5 up to and including the first day of Term 2 are expected to be classified as Year 1. ( These would be cohort 1-3 ) This decision however is at Management's

discretion depending on class numbers, resourcing, severe special needs, timing of the cohort entry dates and the Ministry of Education and Boards changes around cohort entry etc

- New Entrants whose birthdays are from cohort 4-8 will be classified as Year 0. If a child starts after a cohort entry date than the one they were eligible for, they will go into the year group where the birthday would have matched the cohort entry start date, where possible.
- The A.P liaises each year with the local kindergartens regarding expected numbers and expected dates for enrolment (see also transition to school policy).
- Part of our charter says, “To review class sizes each year with a focus on reduced workload for teachers and improved learning opportunities for students.”
- These procedures are reviewed as needed by Management.
- Cohort entry. Children must be 5 years old before starting school. Cohorts include only students who have already turned 5.

Cohort	Year classification	Entry date	Cohort	Year classification	Entry Date
1	1	First day of year	2	1	Midterm 1
3	1	First day term 2	4	0	Midterm 2
5	0	First day term 3	6	0	Midterm 3
7	0	First Day term 4	8	0	Midterm 4

### Summary of Procedures for New Entrants of children starting School

- All new entrant children will be categorised as Year 1 at the time of enrolment if their birthdays are after the end of the previous school year up to and including the first day of Term 2 of the year they start
- Children with birthdays that fall into cohort 4-8 from the second day of Term 2 until the end of the year are classified as Year 0.
- Principal assigns children to classes according to our cohort procedures..
- Some classes may be a composite
- Principal in terms of MOE funding and BOT funding will determine class numbers in each class and will consider the impact on a year cohort for the next 8 years.

### Process for all year groups

- Students at the end of each year are placed in a single classroom with a home teacher for the following school year.
- Parents are invited each year in November, through the newsletter to make special requests for their child’s class for the following year. This is in terms of friendships (see newsletter notices). This is for children already in the school and is not in relation to new 5 year olds starting.

Criteria for placing children in particular classes will be:

- Teacher/student compatibility
  - Boy/girl balance
  - Mixed abilities
  - Ethnic groups
  - Learning styles of the student
  - Separation of siblings from the same room
  - Social grouping
  - Consideration of parent requests
- In the middle of November, the Principal will advise the Deputy and Assistant Principal of the organisation for the coming year. They in turn will discuss with team leaders the organisation, who in turn will work on placements with their teams during the first two weeks of December.

Final class placements for the new school year will be sent to parents near the end of January.

**Associated Policies**

Financial Management Policy

**Reviewed November 2021**