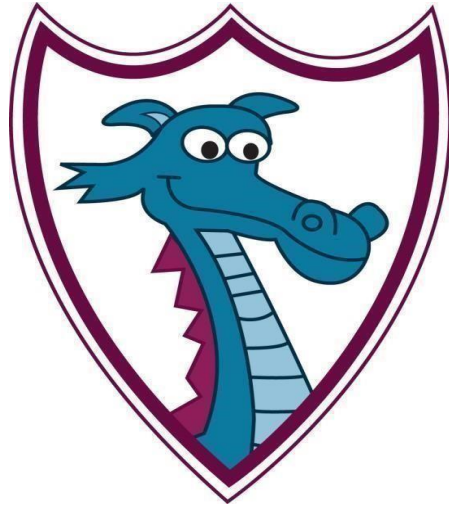


CORSHAM PRIMARY SCHOOL

School Structure and Class Allocation Procedure



Reviewed: March 2025

Policy ratified by the LGC: May 2025

Next Review Date: May 2026

Corsham Primary School

School Structure and Class Allocation Procedure

Rationale

Corsham Primary School provides the education of 4 -11 year olds across two sites.

Corsham Primary - Pound Pill

This site provides 60 places in each year group.

- Two single year classes for each year group.

Corsham Primary - Broadwood

This site provides 45 places in each year group.

No year groups are full.

PAN is reducing to 30 from September 2026

- A foundation Stage unit.
- 3 classes per phase in KS1 and LKS2 – 3 x Year 1/2 (Key Stage 1), 3 x Year 3/4 (Lower Key Stage 2).
- 1 x Year 5 and 1 Year 6 (Upper Key Stage 2).

The procedure for agreeing school structure and class allocation is as follows:

PROCEDURE	TIMINGS
<p>The Leadership Team and Headteachers will review the school structure for the forthcoming academic year and decide on the number of classes and year group mix.</p> <p>The principle that will be considered are the numbers of children in each year group.</p>	April
<p>Teachers are consulted about the proposed school structure model; it is amended if necessary and finally approved by the Headteachers.</p>	April
<p>The proposed school structure allocation model is shared with the school Governing Body and amended if necessary.</p> <p>Model is ratified by the school Governing Body.</p>	May
<p>Parents are informed of the school structure model</p>	May
<p>SLT discuss and agree class allocation based on the ratified school structure model.</p> <p>The principles that will be considered are the age, sex and SEND of the children in each year group.</p>	June
<p>Class allocation letters are distributed to parents.</p>	July

Organising Year 1 classes at Pound Pill and Year 1/2 classes at Broadwood

During June the Foundation Stage Team will agree class allocation of the Reception children as they move into Year 1. Their aim is to create evenly distributed classes **by considering age, ability, SEND and sex**. We consult with the children and parents/carers. Children have at least one friend, and often have more. **The professional judgement of teachers should be respected.**