



## Monastery National School Policy on the Allocation of Pupils to Classes

### 1. Introduction

The following policy is predicated on the Department of Education's current pupil teacher ratio, teaching staff allocation and the current number of pupils enrolled in our school. The allocation of pupils and teachers to classes is the responsibility of the Principal in accordance with Department of Education Circular 16/73 and the Rules for National Schools.

### 2. Aims and Objectives of this Policy

- To provide a framework for the allocation of pupils to classes.
- To outline the criteria on which children are selected to be placed in classes.
- To set out the supports that may be used to ensure the best learning outcomes for all children allocated to classes.
- To continue to support and consolidate our school coeducation initiative.

### 3. Framework for the allocation of pupils to classes

For the 2025-2026 school year Monastery NS has been allocated 11 classroom teachers to teach eleven mainstream classes from Junior Infants to 6<sup>th</sup>. At the time of planning the classes for the coming school year, the Principal will review the overall numbers of pupils in each year group and the number of Department allocated class teachers available to teach them. The Principal will then decide how best to organise classes with a view to providing the best educational opportunities for all children.

### 4. Rationale for the allocation of pupils to class(es)

#### Junior Infant Class(es)

Where staffing resources allow the rationale for allocating new intake junior infants to two smaller classes is as follows;

- Smaller junior infant classes provide the optimum start to primary education.
- The early identification, intervention and support of pupils with additional needs are best facilitated in smaller infant classes.

Where intake enrolment numbers and/or staffing resources do not allow, new intake junior infants may be allocated to one single class. In this case, Monastery NS will endeavour to offer the maximum additional teacher supports available and necessary to this single class. Where possible new intake infants may still be allocated to two classes.

***Where resources allow for the allocation of junior infant pupils to two smaller classes it will be based upon the following criteria;***

1. Chronological age is the primary criterion for allocating pupils to infant classes.
2. The resourcing of the additional needs of individual pupils may also be taken into consideration where necessary.
3. The continued development and consolidation of our coeducation initiative.

Where pupils are allocated to two junior infant classes an emphasis will be placed by their class teachers on cooperative teaching. This will involve utilising every opportunity during curricular and extra-curricular time for pupils to work and socialise together as a single peer group. This will also facilitate any future amalgamation of both classes into one class if required.



### Other Classes

Where pupil numbers and Department of Education staffing allocation allows it may be possible to allocate pupils;

1. from a single class to two smaller mixed ability classes or
2. redistribute two existing small classes to two mixed ability classes based upon the criteria below.

***Where resources allow for the allocation of pupils to two mixed ability classes it will be based upon the following criteria;***

1. The most recent standardised test results and other assessment data.
2. The resourcing of the additional needs of individual pupils may also be taken into consideration where necessary.
3. Friendships will be given consideration and pupils, parents/guardians will be consulted accordingly. However, it will seldom be possible to satisfy all demands for groups of friends to be kept together.
4. Chronological age.

Where enrolment numbers and/or staffing resources do not allow, two classes may be amalgamated into one single class. In this case, Monastery NS will endeavour to offer the maximum additional teacher supports available and necessary to this single class.

This final decision will lie ultimately with the Principal, who must consider the needs of every child in the school.

### **5. Explaining to parents/guardians why their child is being allocated to a class.**

Parents / Guardians will be informed no later than June of the previous school year if their child is being allocated to a class that differs from the previous year. All class allocation and distribution / redistribution will be in accordance with this policy.

### **6. The allocation of teachers to classes**

When considering class allocation for the coming school year the Principal will consult with teachers regarding their class allocation preferences. He will take into consideration the need for their professional development, class level suitability and the needs of the pupils. However, the allocation of teachers to classes is ultimately the duty of the Principal as per Circular 16/73.

### **7. Review**

This policy will be reviewed annually in accordance with Department of Education guidelines in relation to pupil teacher ratio, teacher allocations and the current number of pupils enrolled in our school.

Chairperson's Signature: *Mr Michael McCoy*    Review Date:06/05/2025