



St Anne's Procedures for Class Allocation Review

Procedure for Class Allocation Review - Pupils

Yearly Review

Prior to the publishing of the Annual Admissions Notice the Admissions Committee will review it's existing class allocations.

The Principal will obtain feedback from teachers regarding any concerns they may have regarding the placements of any individual pupils in their classrooms.

The Principal in consultation with the Admissions Committee will meet to review each class grouping and determine any class changes for the upcoming school year taking into account the needs of each individual student and the class as a whole, including Curricular Groupings (eg Primary, Junior Cycle, Senior Cycle)

Where a change in class is identified as in the best interests for the pupil the parent will be informed and a transition plan will be created where necessary.

The final decision regarding class placements for pupils rests with the Principal.

Mid Year Class changes

From time to time it may be necessary for a class allocation to be reviewed during an academic year. In this instance both class teachers concerned will be informed and involved in the transition plan for that pupil.

Filling of Vacancies

Where a vacancy arises in the school in the first instance the Admissions Committee shall endeavour to place all existing pupils within their most suitable class placement before allocating the place externally. Class groupings shall be determined based on the skills, care needs and academic needs of the pupils currently enrolled in the school. This will be considered giving due regard to the age profile of applicants available to fill placements.

For example should a place become available in a class catering for 8-10 age group but there are no applicants on the waitlist to fill this age profile the school may place the next oldest child into this classroom therefore freeing up placement in a more suitable class. In instances such as this for the purposes of progression for our pupils and parents we would always seek where practical to graduate a child into the next most suitable classroom as opposed to placing a child into a younger classroom.

Procedure for Class Allocation Review – Staff

Once class lists for the upcoming school year have been finalised the Principal will accept expressions of interest from staff in classrooms of their choice. Permanent fulltime staff members will be requested to define their top two preferences for placement.

Staff with contracts determining their class groupings will not have this option unless we have more than 1 classroom available within their designation (i.e staff on infant hours)



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The ISM Team will meet to review class placements for staff, training and development implications and requirements for induction endeavouring where possible to offer staff members one of their preferences.

The final decision for staff allocation rests with the School Principal.

Giving due regard to potential new staff to be recruited over the summer the final class allocation for Teaching/SNA staff will be shared within the week in advance of return to school or earlier if possible.