



Millfields First School

Moving up policy

Date reviewed: July 2025

Date of next review: July 2026

Chair of Governors (Carla Kesterton)

Head Teacher (Lisa Montandon)

At Millfields First School, we are committed to ensuring that all children transition smoothly into their new classes at the end of each academic year. Our aim is to create a supportive, inclusive, and balanced environment that fosters learning, friendships, and wellbeing for all.

Class organisation process

Each year group at our school has two classes. When organising class groups for the next academic year, we undertake a complex and considered process that takes into account a range of factors. These include:

- A balanced mix of academic abilities
- An even ratio of boys and girls
- The needs of children with SEND (Special Educational Needs and Disabilities)
- Personality dynamics, including known situations where certain children should not be placed in the same class for social or emotional reasons

As part of our approach, it is also our school policy to separate twins into different classes. This decision is based on educational research and experience, which suggest that separating twins helps them to develop their individual identities, build independence, and thrive socially and academically.

Our priority is to create classes that offer all children the best possible learning environment.

Friendship choices

As part of this process, each child is invited to list up to six friends they would like to be with in the next academic year. While we cannot guarantee that all requests can be met, we guarantee that every child will be placed with at least one of the friends they have named, wherever possible.

Year group cohesion

Although children may be in different classes, they will still spend break times and lunchtimes together as a year group. This ensures they continue to enjoy play and social time with a wide circle of friends, including those not in their own class.

Final decisions

The final decision regarding class placements rests with the school leadership team. Please be aware that:

- All decisions are made in the best interests of the children and the school community as a whole
- The school's decision is final
- We will not enter into correspondence regarding objections to class allocations

Mid-year moves

Mid-year class changes are only permitted in exceptional circumstances. Any such move must be agreed upon by the school and the parents of the child involved. These decisions are made in rare cases where there is clear evidence that a move is in the child's best interests.

We thank parents and carers for their understanding and support as we work together to ensure the best outcomes for all our pupils.