



Elmfield Rudolf Steiner School

Changing Class Policy

October 2018

Policy Tracker – Responsibility for monitoring this policy: Andy Plant (Education Lead) (Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
25/09/18	Diana Ball	Education Lead	
15/08/19	Change of name update		

Changing Class Policy

At Elmfield the cut-off date is 31st August each year. Only in exceptional circumstances will changing class be considered. This is a pedagogical matter and the decision would be taken by the College of Teachers.

The school's aim is to keep the age range of the class within twelve months. At any time a child can appear too old or young but may develop over the coming years. The social fabric of the group involved must be considered. This is why the decision comes to College, as College has an overview of the curriculum. Any borderline child is to be reviewed in College after the first half term.

The **only** criteria taken into consideration are the child's health, emotional development and/or any trauma. Intellectual development is **not** a criterion for changing class.

To be fair to the child this process may last up to a term. If the suggestion is made at the end of the year the process will begin in the new school year. We would not normally offer a place in a lower or higher class just because the age-appropriate class is full.

Any such questions about a child should not be discussed outside College. It is the class teacher's responsibility to ensure parents are aware of and prepared to work with the process and that they understand that the final decision belongs to College.

Process/Procedure

Either a parent or teacher can raise a concern. If the child's class teacher/guardian raises a concern he/she should discuss the concern with his/her mentor and request a College discussion, which should take place within two school weeks of the initial concern being raised. Parents and other teachers should raise concerns with the class teacher/guardian first. The class teacher/guardian will then discuss the concerns with his/her mentor and College, as above.

At that moment a plan of action is put in place for the child. This may include any or all of the following:

- A child study in College with input from the teachers in the department directly involved with the child (Early Years/Lower School/Middle School/Upper School)
- An appointment with the School Doctor at the beginning and end of the process
- Therapies or other interventions.

There will also be a period of observation after which a trial in the suggested class may or may not be considered. For clarity and transparency everybody is heard, i.e. teachers, students (if age-appropriate) and parents/carers. After all this the concern will come back to College for discussion and a decision will be made.

Last updated: 25th September 2018 by Diana Ball