

26 January 2026

Dear Head Teacher

PROVISIONAL CLASS ORGANISATION – AUGUST 2026

Discussions have taken place with central officers to consider your class organisation proposal. Confirmation of your P1 intake limit and class organisations is overleaf. Please arrange to meet with your Parent Council before the end of February to discuss your provisional class organisation for August. Your Parent Council Chair may also wish to invite your local Councillor(s) to attend this meeting.

It is important that parents are aware that the number of classes agreed may not be the final position and that the class organisation can routinely change from year to year. It is sometimes necessary to change the class organisation up to and even during the summer break or, occasionally, between August and the October break.

Your class organisation is based on existing pupils and expected catchment intakes at P1. You should contact any parents/carers of **catchment** pupils on waiting lists for next session's P2-P7 to check if they are still interested in a place. Let me know of any changes if not already noted on your return.

Requests received in school from now to the end of session for your current P1-P6 should only be granted if there is room within the agreed number of classes from August and there is no adverse effect on the P1 intake limit for August, please ensure all staff dealing with placing request enquiries are aware of this. If you can accommodate the request through a reorganisation of the allocated classes or if you are unsure, please contact me before granting the place.

Reservation of places

One place will be kept for a catchment request in each class (2 for a team teaching class) at every year stage if possible.

Team Teaching & Composite Classes

Our Selecting Pupils for Classes Procedure is available online. Quality Improvement Education Officers will be able to offer support and advice if required. For the majority of schools, team teachers will be allocated on the basis of 1x30, 1xP1=25 and 1xP1=35tt or 2xP1=25 and 1xP1=40tt, occasionally the pupil numbers may be linked to the room size.

Intake limits for future stages

Most intake limits are set with a future stage in mind. In these cases the intakes will be limited to 30/60/90 so that the intake can be reorganised into 1, 2 or 3 classes of 30 at the P2 stage the following year. Occasionally intakes are limited to 33/66/99 so that the intake can be

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reorganised in P4. **These limits will be maintained even where catchment pupils apply for a place during the school session** as additional pupils would not be able to be accommodated at the P2 or P4 stage. Normal waiting list procedures would apply in such cases.

Roman Catholic Schools and impact on associated Non Denominational Schools

Intake limits have been agreed at most schools based on the number of catchment children for which proof of baptism has been received. **We do expect the baptised numbers to rise further at some schools, the intake limits and class organisations at all Roman Catholic schools will therefore be reviewed again in March. The outcome of this could have an impact on associated non denominational school intakes. All schools with changes will be notified.**

Positive Action Schools

The classes are based on the core funding that we give to all schools, some organisations submitted for PA schools contain more classes, **we have made the assumption that these classes will be formed from your PA or PEF funding. If this is not your intention, please advise me by 31st January as it could impact on your intake limit at P1.**

Based on the information available now, the current proposal for your school is:

No. of classes (core funded)	Additional classes funded by school from PA or PEF	Team Teaching at P1	Composite class at P1/2	Maximum P1 intake	No. of P2s where a composite is likely *	Additional school specific information
8	no	no	yes	44	35	As per school proposal but with a composite across P1 and P2 (3 classes instead of 4)

*** Please inform me if there are changes to the P2 (and P3 etc numbers where applicable) before you enrol additional pupils at current P1 as this will affect the new P1 intake**

If you wish to discuss any of this information or give feedback following your meetings with parents, please contact me.

Best wishes

