Active Lives Children and Young People

Class selection guide
Smartsheet table overview

Unique Reference Number (URN) – This number is unique to each school.

This tells you which selection grid to use for each school.

These are the three year groups that should be sampled.

Number of classes in year group

Which class to select from alphabetised list

If there are more than 10 classes, read across for class 10.
Standard Class Selection
Mixed ability year groups

**Step 1**
Order classes in first year group alphabetically

**Step 2**
From selection grid choose row that corresponds to the number of classes in year group

**Step 3**
Select n\textsuperscript{th} class from alphabetised list

**Step 4**
Repeat for class 2 and 3 in the sampled year groups

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<table>
<thead>
<tr>
<th>AP</th>
<th>URN</th>
<th>School Name</th>
<th>...</th>
<th>Selection Grid</th>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Any County</td>
<td>400600</td>
<td>London School</td>
<td></td>
<td>4</td>
<td>Year 3</td>
<td>Year 5</td>
<td>Year 6</td>
</tr>
<tr>
<td>Active Any City</td>
<td>200300</td>
<td>England School</td>
<td></td>
<td>6</td>
<td>Year 7</td>
<td>Year 8</td>
<td>Year 10</td>
</tr>
</tbody>
</table>

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**Example 1 – London School**

1. Alphabetise year 3 classes
2. **Version 4**
<table>
<thead>
<tr>
<th>No. of classes</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>1</td>
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<tr>
<td>3</td>
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<tr>
<td>8</td>
<td>2</td>
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<tr>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>
3. Select 2\textsuperscript{nd} class from list
4. 3 classes in year 3

**Example 2 – England School**

1. Alphabetise year 7 classes
2. **Version 6**
<table>
<thead>
<tr>
<th>No. of classes</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
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<tr>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>2</td>
</tr>
</tbody>
</table>
3. Select 1\textsuperscript{st} class from list
4. 7 classes in year 7

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Vertical tutor groups
For classes that are made up of different year groups

Step 1
Order classes in alphabetical order

Step 2
Use relevant selection grid to select class

Step 3
Select n\textsuperscript{th} class from alphabetised list

Step 4
Remove selected class from list

Step 5
Use selection grid with new class number

Step 6
Select n\textsuperscript{th} class from alphabetised list

Two classes will be sampled. Only the pupils in the relevant sampled year should complete. Alternatively, all pupils in the first class selected only can be sampled regardless of year group.
No mixed ability classes

Applicable when classes are based on ability

Step 1
Sort classes into order of ability

Step 2a
For an odd number of classes select the middle ability class

Step 2b
For an even number of classes select:
Either – one of the middle ability classes
Or – both of the middle ability classes

Odd number of classes

Set 1
Set 2
Set 3
Set 4
Set 5
Set 6
Set 7

Even number of classes

Set 1
Set 2
Set 3
Set 4
Set 5
Set 6

Sample Set 4

OR

Sample Set 3 OR Set 4

Sample Set 3 AND Set 4
Single sex classes in a mixed sex school

For mixed sex schools that have single sex classes

### Step 1
Sort classes into alphabetical order within each sex

- **Boys’ Classes**
  - Shakespeare
  - Wilde
  - Orwell
  - Dickens

- **Girls’ Classes**
  - Austen
  - Bronte
  - Potter

### Step 2
From selection grid choose row that corresponds to the number of classes in year group for that sex

<table>
<thead>
<tr>
<th>No. of classes</th>
<th>Select</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
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<tr>
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<td>2</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

- Select 4

### Step 3
Choose nth class from each alphabetised class list – one for boys and one for girls

- **Boys’ Classes**
  - Shakespeare
  - Wilde

- **Girls’ Classes**
  - Austen
  - Bronte

Select 4th class from list

Survey Wilde and Potter classes
Small single year group classes

No mixed year groups but small classes use standard class selection

### Step 1
Sort classes into alphabetical order

### Step 2
From selection grid choose row that corresponds to the number of classes in a year group

### Step 3
Choose n\textsuperscript{th} class from each alphabetised class list

#### Year groups to sample:
- Year 1
- Year 3
- Year 5

#### For example:
- Apples: Year 1 – 10 pupils
- Oranges: Year 1 – 12 pupils

#### Version 4

<table>
<thead>
<tr>
<th>No. of classes</th>
<th>Select 1st class</th>
</tr>
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<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>1</td>
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2 classes in year 1

Select 1\textsuperscript{st} class from list

Survey Apples class
Option 1
If children are randomly allocated to a class, i.e. not by ability or birthday, select the class that has all pupils in the sampled year group.

Option 2
Step 1
If children are split by ability or birthday, sort classes into alphabetical order.

Step 2
Use relevant selection grid to select class.

Step 3
Select nth class from ordered list.

Option 1
Survey Foxes

For example:
• Foxes: Year 3
• Rabbits: Year 3 and 4

Option 2
Survey Foxes

If all pupils in the selected class are from the sample year group e.g. Foxes – all children complete the survey.

If pupils in the selected class are from different year groups e.g. Rabbits – either only Year 3 pupils complete the survey OR for ease all children in the class can complete the survey.
Many or all mixed year group classes

Applicable with mixed year group classes with small numbers of classes in school

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<td>Year 5</td>
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</table>

Year groups to sample:
- Year 1
- Year 3
- Year 5

For example:
- 3 classes in the whole school
  - Emerald: Year 1/2
  - Ruby: Year 3/4
  - Sapphire: Year 5/6

Option 1
Only pupils of the relevant year groups complete the survey

Option 2
For ease, all pupils complete the survey

Sample only those children in the relevant year groups
For example,
- Y1 pupils in Emerald
- Y3 pupils in Ruby
- Y5 pupils in Sapphire

Sample all children covered by the classes
Small school, all mixed year group classes
Applicable with mixed year group classes with small numbers of classes in school

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Year groups to sample:
- Year 2
- Year 4
- Year 6

For example: 2 classes in the whole school
- Daffodils: Y1-3
- Tulips: Y4-6

Option 1
Only pupils of the relevant year groups complete the survey

Option 2
For ease, all pupils complete the survey

As the survey differs between age groups the correct URLs will need to be used for each year
For example:
- Daffodils Y1-2: use Year 2 URL
- Daffodils Y3 and Tulip Y4: use Year 4 URL
- Tulips Y5-6: use Year 6 URL