

## Schools Data Team

### Additional Notes – Class Information

For: Primary and All-through only

## Class Information

We need details of all classes running at the selected time on spring census day.

If different parts of the school use different timetable structures, then systems should allow the school to return class information for the timetable structure that applies to key stage 1.

**For example, where lunch is at midday for pupils following a primary timetable but at 1pm for pupils following a secondary timetable, then the end of morning school should be taken to midday and not 1pm.**

The 'selected time' is based on the last digit of a school's departmental establishment number.

Code	Descriptor
0, 1 or 5	the selected time is one hour before the end of morning school
2, 3 or 6	the selected time is one hour after the start of afternoon school
4, 7, 8 or 9	the selected time is one hour after the start of morning school

Where the selected time is not appropriate to the school timetable, for example, where the selected time is when the whole school or a large proportion of the school is in an assembly with the head teacher; schools can choose an hour / period that reflects a 'normal' class situation that applies at the selected time each Thursday of the term.

Do not record unusual situations (such as class amalgamation or school closure) which may have occurred on census day due, for example, to staff training or absence, severe weather conditions or religious observances. See [unusual circumstances](#) for more information.

Any group of pupils receiving instruction outside the normal class framework at the selected time, including pupils in a SEN unit or special class, are treated as a separate 'class as taught' unless this is an atypical or temporary arrangement.

### Infant class guidance

Only primary and all-through schools need to send us this information for key stage 1 and / or reception classes.

[The School Admissions \(Infant Class Sizes\) \(England\) Regulations 2012](#) limit the size of an infant class during an ordinary teaching session to 30 pupils per schoolteacher. Infant classes are those in which most children turn 5, 6 or 7 during the course of the school year (reception and key stage 1 classes).

Primary and all-through schools with infant classes are asked to ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session.

An ordinary teaching session does not include school assembly, or any other school activity usually conducted with large groups of children such as:

- PE or games
- music
- singing
- drama
- watching television
- listening to the radio

Where, at the time of the count, infant class children would be involved in such an activity, the count is deferred to the next ordinary teaching session. This change of selected time is enacted for all classes in the school, not just the infant classes.

Where a key stage 1 or a reception class reports a pupil:teacher ratio greater than 30, schools must record in their MIS where this is due to:

- any pupils within the class recorded as excepted
- a teacher being on planning and preparation time or learning manager time and the class is being supervised by a teaching assistant

The calculation is based on the pupil:teacher ratio not pupil:adult ratio therefore, regardless of the number of teaching assistants, if there are no exceptions or teachers on PPA reported, the class will be treated as unlawful in DfE publications if there are over 30 pupils to 1 teacher.

### **Class reference name**

This records the class name with space for 30 characters.

### **Number of teachers in the class**

The number of teaching staff taking the class. Include all qualified or unqualified teachers - exclude those wholly or mainly providing support to individual pupils.

### **Number of adult non-teachers in the class**

The number of education support-staff present in the class. Include teaching assistants, special needs support staff, minority ethnic pupils support staff, and other education support staff. Exclude non-teaching staff wholly or mainly providing support to individual pupils.

### **Number of teachers on PPA, LMT or NQT time**

Only primary and all-through schools need to send us this information for key stage 1 and/ or reception classes.

The number of teachers who are on planning and preparation time (PPA) or learning manager time (LMT) or newly qualified teacher (NQT) time at the selected time.

## **Class year group**

The curriculum followed by the class and hence the values of the national curriculum year groups for pupils in the class, rather than their dates of birth. Mixed year groups are those containing pupils from more than one national curriculum year group.

The presence of the odd pupil who has been held back or advanced a year, and so is of a different chronological age to the rest of the class, does not render the class as a mixed year group class.

Find a [year group code](#).

## **Class type**

Only primary and all-through schools need to send us this information.

Indicates whether a class is a designated 'nursery class'. A 'nursery class' is one designated as such by the local authority - any class not so designated is counted as an 'other' ('O') class even if it contains nursery-age pupils.

## **Class key stage**

Only primary and all-through schools need to send us this information.

Indicates which key stage is taught in the class.

## **Class activity**

Only primary and all-through schools need to send us this information.

The data item highlights a single activity that takes place in a classroom, for example private studies, group project work.

Primary and all-through schools with infant classes are to ensure that the selected period is one when the class (key stage 1 and / or 'reception') is engaged in academic activity rather than the excepted activities above.

This change of selected period should be enacted for all classes in the school and not just for the infant classes.

Find a [class activity code](#).

## **Number of pupils from the host school in the class**

The number of pupils from this school scheduled to be in the class at the selected time. Include any pupils temporarily absent on census day. Part-time pupils not scheduled to be in the school at the selected time are excluded and counted instead in the pupil reconciliation module.

## Number of pupils from other schools in the class

The number of pupils from other schools scheduled to be in the class at the scheduled time. Include pupils from other schools for whom attendance in this class at the selected time is the normal arrangement.

## Number of pupils admitted as exceptions to the infant class size limit by exception category

Only primary and all-through schools need to send us this information for key stage 1 or reception classes.

Where a key stage 1 or a reception class reports 31 or more pupils per teacher, schools must record in their MIS where this is due to:

- any pupils within the class recorded as excepted
- a teacher being on planning and preparation time or learning manager time and the class is being supervised by a teaching assistant

[The School Admissions \(Infant Class Sizes\) \(England\) Regulations 2012](#) prescribe certain limited circumstances in which pupils may be admitted as exceptions to the infant class size limit.

Find an [exception code](#).

These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Full information can be found on the [DfE pages](#).