

## Schools Data Team

### Additional Notes – Recorded Class Size Exceptions

For: Primary and All-through only

## Class Size Exceptions

During the Spring Census the DfE collects information about class sizes. [The Schools Admissions \(Infant Class Sizes\) Regulations 2012](#) limits the size of an infant class during an ordinary teaching session to 30 pupils per schoolteacher.

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

Code	Description
<b>Infant class size exception A</b>	The number of children admitted outside the normal admissions round with an education, health and care plan specifying a school
<b>Infant class size exception B</b>	The number of looked after children and previously looked after children admitted outside the normal admissions round
<b>Infant class size exception C</b>	The number of children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
<b>Infant class size exception D</b>	The number of children admitted after an independent appeals panel upholds an appeal
<b>Infant class size exception E</b>	The number of children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (the local authority has to confirm that the child qualifies under this category)
<b>Infant class size exception F</b>	The number of children of UK service personnel admitted outside the normal admissions round
<b>Infant class size exception G</b>	The number of children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
<b>Infant class size exception H</b>	The number of children with special educational needs who are normally taught in a special educational need's unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

\*\* Please note 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.

## How to enter an exception into SIMS

Highlight the class record for which the exception reasons need to be recorded

9 Classes

Number of classes with unexplained excess

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity
2GH	31	0	1	0	0	Year 2	Other	Key Stage 1	
2JB	27	0	1	0	0	Year 2	Other	Key Stage 1	
3CB	30	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
3TO	30	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
4ES	29	0	1	(n/a)	0	Year 4	Other	Key Stage 2	
4SL	29	0	1	(n/a)	0	Year 4	Other	Key Stage 2	
Total	443	0	15	0	1				

Recalculate  
 New  
 Delete  
 Class Size Exceptions

The **Class Size Exceptions** button will now be activated – only when a record that displays an exceptional number of pupils is highlighted.

Click the **Class Size Exceptions** button to display the **Class Size Exceptions** menu

Class Size Exceptions

Class Size Exceptions Details

Class Name

Total Pupils in Class

Excess Pupils

Total Exceptions Entered

Unexplained Excess

Save Cancel

Reason Code	No of Pupils
A	0
B	0
C	0
D	0
E	0
F	0
G	0
H	0

Total

Reason Code Description  
 The number of children admitted outside the normal admissions round with an education, health and care plan specifying a school

A read-only summary of the current information is displayed on the left-hand side of the dialog.

Enter the **number of pupils** adjacent to each applicable **Reason Code**

**HINT** – To update the **total** and the summary information – located on the left-hand side) automatically, click in the white space below the **Reason Code** grid.

Click the **Save** button and this will return you to the **Classes** panel. The **Number of classes with unexplained excess** will be updated to reflect the number of exceptions for which a reason must still be entered.