

ANNUAL INFANT CLASS SIZE FORM – May 2026

It is a statutory requirement that all infant classes are limited to a maximum of 30 pupils per one teacher, throughout the school day, except for school assemblies, music, drama and sports lessons.

ONLY SCHOOLS THAT ARE CONCERNED THAT THEY WILL BE UNABLE TO MEET THE INFANT CLASS SIZE REGULATIONS IN THE NEXT ACADEMIC YEAR SHOULD COMPLETE THIS FORM

The School Organisation team will use the information provided on this form in conjunction with the latest available data to determine whether we may contribute towards the cost of a teacher for the additional class required to enable the school to meet the Infant Class Size regulations.

If you require/want to include additional information, please attach securely to this form and return before the closing deadline of 21st May 2026

The Infant Class Size Leaflet which explains the legislation and includes contact numbers for officers, who can provide further advice and guidance, can be found on the Staffordshire Learning Net.

ASSESSMENT PROCESS 2026/27

This funding is intended to assist schools which require an additional class to meet the ICS regulation. For example where there are unforeseen circumstances or where SCC have asked the school to accommodate pupils that would cause them to require an additional class teacher, as per infant class size regulations.

The Infant Class Size Funding should not be considered as a permanent source of income.

The data on this form will be used to assess applications in conjunction with local demographics and school based information.

Funding would not normally be given to the school if there are 125 or more infant pupils.

Funding would not normally be given to the school if they choose to exceed PAN.

Decisions will be based on the minimum number of infant teachers required for compliance, not necessarily the number of teachers/class organisation preferred by the school.

SCHOOL NAME:

DfE NO:

GOVERNANCE:

PUBLISHED ADMISSION
NUMBER (PAN)

CONTACT NAME/POSITION:

CONTACT NUMBER:

DATE APPLIED:

**ONCE YOU HAVE COMPLETED ALL OF THE QUESTIONS ON THE FOLLOWING PAGES,
PLEASE RETURN BY EMAIL TO: school.organisation@staffordshire.gov.uk**

Please ensure you have answered ALL the questions below in full before submitting your application. Forms may not be considered if there are questions not completed.

1. Does the school require additional funds to comply with the infant class size limit of 30 pupils to one FTE teacher for the academic year 2026/27? **Y/N**

If you have answered yes, please provide the reasons for this request from SCC in the box below i.e. for basic need.

2. Has Staffordshire County Council (SCC) asked you to take additional pupils for 2026/27? **Y/N.**

If you have answered yes, please provide the reasons for this request from SCC in the box below i.e. for basic need.

3. Have you exceeded the Published Admissions Number (PAN) in Reception, Year one or Year two? **Y/N**

Please provide a reason for your answer in the box below:

4. Do you think the PAN of the school is set appropriately to help you comply with ICS regulation? **Y/N**

Please provide a reason for your answer in the box below:

5. Please confirm your class organisation and teacher allocation over the last 2 years and your proposed class organisation for 2026/27 in the tables below.

Academic year 2024/2025

Number of Pupils by Year Group as at January 2025 NOR

Ages	3+		4+	5+	6+	7+	8+	9+	10+	Total	Please note the n ^o of FTE teachers if an infant class has more than 1 FTE
	NCY	pt	ft	Rec.	Yr1	Yr2	Yr3	Yr4	Yr5		
Class Name											

Academic year 2025/2026

Number of Pupils by Year Group as at January 2026 NOR

Ages	3+		4+	5+	6+	7+	8+	9+	10+	Total	Please note the n ^o of FTE teachers if an infant class has more than 1 FTE
	NCY	pt	ft	Rec.	Yr1	Yr2	Yr3	Yr4	Yr5		
Class Name											

Academic year 2026/2027

EXPECTED Number of Pupils based on YR allocations as at offer day and January 2026 NOR rolled on

Ages	3+		4+	5+	6+	7+	8+	9+	10+	Total	Please note the n ^o of FTE teachers if an infant class has more than 1 FTE
	NCY	pt	ft	Rec.	Yr1	Yr2	Yr3	Yr4	Yr5		
Class Name											

6. If there are any differences in the class organisation/teacher allocation between the three Academic years, please provide reasons for this in the box below:

If you would like to add any additional information about why you will find it difficult to meet the infant class size legislation and wish to be considered for class size financial assistance, please include this in the box below. Thank you.

A large, empty rectangular box with a thin black border, intended for the user to provide additional information regarding class size legislation and financial assistance. The box is currently blank.