

Ministry of Education
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2016: SB19

MEMORANDUM TO: Directors of Education

FROM: Andrew Bright
(A) Director
Education Finance Branch

DATE: July 21, 2016

SUBJECT: Full-Day Kindergarten (FDK) and Primary Class Size
Requirements – 2015-16 Results & 2016-17 Reporting

I am writing to you today to share information about the release of 2015-16 Full-Day Kindergarten (FDK) and Primary class size data and 2016-17 reporting requirements.

The 2015-16 FDK and Primary class size data is now available on the public Class Size Tracker public website at: <http://www.edu.gov.on.ca/eng/cst/>.

In 2016-17, as in previous years, school boards should continue to organize elementary classes so that on a board-wide basis:

- At least 90 per cent of primary classes have 20 or fewer students;
- All primary classes have 23 or fewer students;
- All combined grade 3/4 classes have 23 or fewer students; and
- The board-wide average size of FDK classes is 26 or less.

Class Size Compliance

As noted in memorandum *2016: B06 - Grants for Student Needs Changes for 2015-16 and 2016-17*, the Ministry will begin to take action to ensure compliance with the FDK and Primary provisions of the Class Size regulation ([O. Reg. 132/12](#)), beginning with 2014-15 FDK and Primary class size results.

In year one of non-compliance, board Chairs and Directors will be notified by the Minister and Deputy Minister and required to submit a compliance management plan detailing how the board will become compliant with class size regulation.

In year two of non-compliance and beyond, board Chairs and Directors will be notified by the Minister and Deputy Minister and subject to the following requirements:

- A one percent reduction after two years in the GSN envelope for board administration and governance, as defined in the GSN funding regulation. This is effectively a requirement to re-direct these funds to the classroom to assist with compliance with the class size regulation.
- A three percent reduction after three years, similar to the year two reduction.
- A five percent reduction after four years similar to the other reductions.
- The Ministry will also conduct an analysis of that board's use of other revenues for administrative purposes to determine if further restrictions are necessary.

In any year, a board that demonstrates compliance with the class size regulation and reporting will have the above measures lifted, subject to the approval of the Minister.

Any measures related to non-compliance for 2014–15 and 2015–16 will be applied to the 2016–17 GSN. Going forward, measures will be imposed in-year (for example, in November or December after boards submit information by the October deadline).

In determining compliance moving forward (2016-17 and beyond), the class size requirements will be interpreted as follows:

- The per cent of primary classes having 20 or fewer students will be rounded to the nearest tenth (i.e. 90.0 per cent or more is compliant);
- All primary classes must have 23 or fewer students;
- All combined grade 3/4 classes must have 23 or fewer students; and
- The board-wide average size of FDK classes of 26 will be rounded to the nearest tenth (i.e. 26.0 or less is compliant).

2016-17 Class Size Reporting

As in 2015-16, the Ministry will no longer require the completion or submission of preliminary plans in June. However, the website is now available as a tool to aid school board planning for class organizations and enrolment projections for all elementary grades for the 2016-17 school year.

Boards must report 2016-17 class size results no later than October 31, 2016 on the Primary Class Size website at: <https://pcs.edu.gov.on.ca>. The log-in and password to

access this website remains unchanged from the previous year and instructions on the use of the web application are accessible from the Home page.

In September, the web application should be used to report actual class size results as of the reorganization date chosen by each board. The reorganization date should be no earlier than September 1 and no later than September 30, 2016.

In any year, a board that does not submit its FDK and Primary class size information to the Ministry by the October deadline (October 31 for the 2016-17 school year) will be subject to immediate cash withholdings equivalent to 50 percent of monthly transfers from the Ministry.

FDK/Primary Combined Classes

For 2016-17, the Ministry has corrected an error for the calculation of FDK/Primary classes that determines the board-wide average size of FDK classes submitted by boards. As per the Class Size regulation, for FDK classes:

- Only the pupils in the class who are enrolled in FDK will be counted; and,
- Only the proportion of the class that is FDK will be included to determine the average.

Note that the entire class, including all FDK and Primary students in an FDK/Primary combined class, is included in the percentage of primary classes in a board.

For more information, or if you have any questions, please contact Nicholas Grieco by telephone at (416) 325-2048 or by email at nicholas.grieco@ontario.ca.

Original signed by

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