

Ministry of Education

Education Labour and Finance
Division
12th Floor
315 Front Street West
Toronto ON M7A 0B8

Ministère de l'Éducation

Division des relations de travail et du
financement en matière d'éducation
12^e étage
315, rue Front Street West,
Toronto ON M7A 0B8



2019: SB14

MEMORANDUM TO: Senior Business Officials

FROM: Paul Duffy
Director
Education Funding Branch

DATE: September 12, 2019

SUBJECT: **Elementary Class Size Reporting for 2019-20**

I am writing to share information about the reporting process for elementary class size data for 2019-20.

As outlined under the class size regulation, school boards are required to submit detailed reports of their elementary class size data to the ministry by October 31 of each school year, based on a count date in September. The Director of Education of the school board is required to review and attest to the elementary class size data submission. In any year, a school board that does not submit this information to the ministry in an acceptable format by the October 31st deadline will be subject to immediate cash withholdings equivalent to 50 percent of monthly transfers from the ministry.

As in previous years, the ministry will review the final class size submissions to ensure compliance with the regulation. School boards that are not compliant will be subject to compliance measures, as established under the Compliance Framework (See Appendix A). There are no changes to this framework for 2019-20.

Reporting Requirements and Processes

The ministry is available to support school boards in the reporting process and has established a mailbox dedicated to issues related to class size – please direct all questions or correspondence related to class size to csreporting@ontario.ca.

For the purposes of reporting class size, each school board must select a single date in

September 2019 as the count date. The count date must be on a school day in the month of September 2019, and must be no later than September 30, 2019.

School boards are encouraged to prepare their elementary class size reports as early as possible in September to enable on-the-ground re-organizations, as required, to meet the regulated class size requirements.

Boards must use the 2019-20 *Elementary Class Size Reporting Form* for reporting elementary class size data to the ministry. This form contains minor updates from 2018-19 to align with the new school year and should be familiar to all boards. Please note the 2018-19 *Board Level* and *School Level Forms* are no longer valid and will not be processed.

The Elementary Class Size Reporting Form referenced below, along with detailed instructions for completing the form, will be emailed to the Senior Business Officials and Finance and previously identified board class size contacts within three business days. If there are updates to the board contacts for class size, please email the ministry at csreporting@ontario.ca.

CLASS SIZE REPORTING PROCESS

1. Boards populate and complete the ***Elementary Class Size Reporting Form***. Please note only the following two sheets of the form require completion:
 - *Board Summary & Attestation* Sheet – includes board information, count date and attestation on the class size data submitted.
 - *Class Size Data* Sheet – detailed class size information for all schools of the board.

Detailed instructions and tips for completing this form will be provided to each board via email.
2. Completed forms must be emailed to the ministry at csreporting@ontario.ca by October 31, 2019 to finalize the class size reporting submission. The Director of Education must be copied on the final class size reporting submission emailed to the ministry.

Class Size Requirements

For 2019-20, as in previous years, school boards must continue to organize elementary classes in accordance with Ontario's class size regulation ([O. Reg. 132/12: Class Size](#)). The regulated elementary class size requirements are summarized here for your reference. For further details, please refer to the regulation.

- Kindergarten: The board-wide class size average for Kindergarten must not exceed 26.0. Please note, the board-wide average class size for Kindergarten classes will be rounded to the nearest tenth (i.e. 26.0 or lower is compliant).

- Kindergarten classes must have 29 students or fewer. However, up to 10.0 per cent (10 per cent rounded to the nearest tenth) of kindergarten classes may have up to 32 students if one of the following exceptions applies:
 - a) If purpose-built accommodation is not available (this exception will sunset after 2021-22);
 - b) If a program will be negatively affected (e.g., French Immersion); or
 - c) Where compliance will increase the number of kindergarten/Grade 1 combined classes.

- Primary (grades 1 to 3):
 - At least 90.0 per cent (90 per cent rounded to the nearest tenth) of primary classes must have 20 or fewer students;
 - All primary classes must have 23 or fewer students;

- Junior/Intermediate (grades 4 to 8): all school boards must maintain a board wide average class size of 24.50 or less.
 - Can only take effect if certain regulations are made by the Lieutenant Governor in Council under the Education Act. Such regulations have not yet been made. Therefore, this change should be considered to be subject to such regulations, if and when made.

- All combined primary and junior/intermediate classes must have 23 or fewer students;

Reminder

Although compliance is measured using the reorganization date in September, the ministry expects school boards to make best efforts to maintain class size limits throughout the year while keeping the best interests of students in mind. In situations where there are significant changes to class enrolment, school boards should consider whether additional sections should be provided and should be able to provide documentation of the changes if requested.

The ministry is available to support you in this process. For more information, or if you have any questions, please email csreporting@ontario.ca.

Original signed by

Paul Duffy
 Director
 Education Funding Branch

cc: Directors of Education

APPENDIX A:

Elementary Class Size Compliance Framework

In year one of non-compliance, school board chairs and directors will be notified by the ministry and required to submit a compliance management plan detailing how the school board will become compliant with the class size regulation.

In year two of non-compliance and beyond, school board chairs and directors will be notified by the ministry and subject to the following requirements:

- A one per cent reduction after two years in the Grants for Student Needs (GSN) envelope for school 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 per cent reduction after three years, similar to the year two reduction.
- A five per cent reduction after four years similar to the other reductions.

The ministry will also conduct an analysis of the school board's use of other revenues for administrative purposes to determine if further restrictions are necessary.

When a school board, which has been non-compliant the previous year(s) and demonstrates compliance with the class size regulation through reporting in the following year, it will have the above restrictions lifted, subject to the approval of the Minister.

Restrictions will be imposed in-year (for example, in November or December after boards submit information in October).