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**2022: SB26**

**Date:** September 29, 2022

**Memorandum To:** Senior Business Officials;  
Directors of Education

**Memorandum From:** Romina Di Pasquale  
Director  
Enrolment, Funding, and Labour Policy Branch

**Subject:** Secondary Class Size Reporting: Guide and Compliance Framework  
Implementation

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In advance of the implementation of the secondary school class size compliance framework for the 2022-23 school year, I am writing to inform you of the release of a newly developed *Secondary Class Size Reporting Instruction Guide* to support school boards in reporting accurate and consistent secondary school class size data to the ministry.

The guide provides an overview of the secondary class size reporting process and requirements building on the information provided earlier this Spring in memorandum 2022: SB17. It also includes the new differentiated class size average for online learning and provides examples of the types of classes/courses/pupils that are included and excluded in the calculation of the secondary school average class size for both in-person and online classes.

**Secondary class size compliance framework**

As previously announced in [2021: B08 2021-22 Grants for Student Needs Funding](#), [2022: B03 2022-23 Grants for Student Needs Funding](#), and the [2022: SB17 2022-23 Elementary and Secondary Class Size Reporting](#), the ministry has introduced a class size compliance framework for the secondary panel starting in the 2022-23 school year.

Beginning in the 2022-23 school year, school boards that are not compliant with the secondary class size provisions of the regulation may be subject to compliance measures as outlined in the secondary school class size compliance framework detailed in Appendix A. Please note that compliance measures associated with non-compliance in the secondary panel will be applied in the year following the year of non-compliance to accommodate the existing reporting timelines. As such, the compliance framework will apply separately for elementary and secondary panels for the purposes of determining consecutive years of non-compliance and the compliance measures from either panel will be cumulative.

Please see the [Secondary Class Size Reporting Guide](#) (also attached) and the [2022-23 Enrolment Register Instructions for Elementary and Secondary Schools](#) for more information on reporting students' enrolment for in-person and online classes. Both resource documents are available via the [Financial Analysis & Accountability Branch website](#).

### **Secondary average class size reports**

The ministry has made updates to the secondary average class size (SACS) reports to ensure the reports reflect the differentiated average class size for in-person (or remote) classes and online classes. The ministry is finalizing the process for making SACS reports available for the 2022-23 school year. Further details will be provided at a later date.

For the 2021-22 school year SACS reports, once all secondary schools in a school board have completed their March OnSIS submissions, senior business officials and OnSIS contacts will receive an email with information on accessing the SACS Reports through the Secure Online Data Transfer (SODT) tool.

Please contact the OnSIS help desk at [onsis\\_sison@ontario.ca](mailto:onsis_sison@ontario.ca), should you have any questions related to accessing the SACS reports through SODT. For all other secondary school average class size related questions please contact [csreporting@ontario.ca](mailto:csreporting@ontario.ca).

Sincerely,

*Original signed by*

Romina Di Pasquale  
Director, Enrolment, Funding and Labour Policy Branch

## Secondary class size compliance framework

Beginning in the 2022-23 school year, the ministry is introducing a class size compliance framework to apply to the secondary provisions of the class size regulation.

Consistent with the elementary class size compliance framework, the secondary class size compliance framework requires school boards to submit a class size compliance management plan in the first year of non-compliance, where school boards have exceeded the maximum average class size requirements. If school boards continue to be non-compliant in the second year and beyond, a reduction in the Grants for Student Needs (GSN) envelope for school board administration and governance, as defined in the GSN funding regulation, will be applied. This is effectively a requirement to re-direct these funds to the classroom to assist with compliance with the class size regulation.

The compliance measures set out under the framework are as follows:

<b>Number of consecutive years of non-compliance</b>	<b>Compliance measure (applied in the school year following the year of non-compliance)</b>
Year 1	<ul style="list-style-type: none"><li>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. For example, if school boards are non-compliant for 2022-23, year 1 begins in the 2023-24 school year.</li></ul>
Year 2	<ul style="list-style-type: none"><li>a one per cent reduction in the GSN envelope for school board administration and governance, as defined in the GSN funding regulation. For example, if school boards are non-compliant for 2022-23 and 2023-24, the one per cent reduction (redirected to assist with class size compliance) applies to the 2024-25 school year.</li></ul>
Year 3	<ul style="list-style-type: none"><li>a three per cent reduction, to the same envelope as the year two reduction. For example, if school boards are non-compliant for 2022-23, 2023-24 and 2024-25, this reduction applies to the 2025-26 school year.</li></ul>
Year 4	<ul style="list-style-type: none"><li>a five per cent reduction to the same envelope as the year two reduction. Following the examples above, this reduction would apply to the 2026-27 school year.</li></ul>

The ministry may 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, and the calculation of consecutive years for the purposes of compliance will be reset.

As noted above, the secondary class size compliance measures restrictions will be imposed **in the year following the year of non-compliance** to accommodate the existing reporting timelines (June 30<sup>th</sup>). As such, the compliance framework will apply separately for elementary and secondary class sizes for the purposes of determining consecutive years of non-compliance. For illustrative purposes, please see the scenarios below:

- 1) If a school board is non-compliant in year 2 with secondary class sizes and non-compliant in year 3 with elementary class sizes (assuming non-compliance for both began in the 2022-23 school year), the 1 per cent reduction would be applied to the GSN envelope for school board administration and governance (for the secondary panel non-compliance) and a further 3 per cent (for the elementary panel non-compliance), for a total of 4 per cent reduction in the GSN envelope for school board administration and governance for the 2024-25 school year.
- 2) If a school board is non-compliant in year one with secondary class sizes and year 2 with elementary class sizes (assuming non-compliance for both began in the 2022-23 school year), no reduction would be applied (for the secondary panel non-compliance); however, the school board would need to submit a Compliance Management Plan to the ministry and a 1 per cent reduction in the envelope would be applied (for the elementary panel non-compliance) in the 2023-24 school year.