6Pri

Selected Period and Classes Information

Pupil Census Spring 2024

For Infant, Junior and Primary Schools

Selected Period

Note: Not for Nursery or Special Schools

Work out your selected period based on the last digit of your DfE number.

Extract from the DfE Guidance Notes:
Details are required about all **classes running at the "selected time" on Census day.** A **Selected Period** is a specific lesson time which is based on the last digit of your school's DfE number, as detailed below.

4, 7, 8 or 9	The selected time is one hour / period after the start of morning school
0, 1 or 5	The selected time is one hour / period before the end of morning school
2, 3 or 6	The selected time is one hour / period after the start of afternoon school

However, if this selected time is not appropriate to your school timetable, you should choose an hour/period which reflects a normal class situation.
Any group of pupils receiving instruction outside the normal class framework at the selected time, including pupils in an SEN unit or special class, should be treated as a separate 'class as taught' unless this is an atypical or temporary arrangement.

Infant Class Guidance

Primary schools with infant classes are asked to ensure that the selected period is one when the infant class (KS1 and/or Reception) are engaged in an academic activity, rather than undertaking one of the activities which are 'excepted' (PE/Games or Music, Singing, Drama, Watching TV or Listening to the Radio) from the 'class size legislation'. If, at the time of the count, infant class children are involved in one of the excepted activities i.e. a large group activity such as music, drama or watching TV, the count should be deferred to the next **'ordinary'** teaching session. This change of selected time should be enacted for **all classes** in the school, not just the infant ones.

Any Primary school that has infant classes (Reception and/or KS1) in breach of the legal class size limit of 30 pupils per a single school teacher (as a result of teachers being on PPA time, those reporting classes with 'excepted activities' or any other circumstances) will be contacted by the Department for further details. An explanation or the 'Exception reason' will be sought.

Class activities are entered manually into the Classes panel in the Census file.

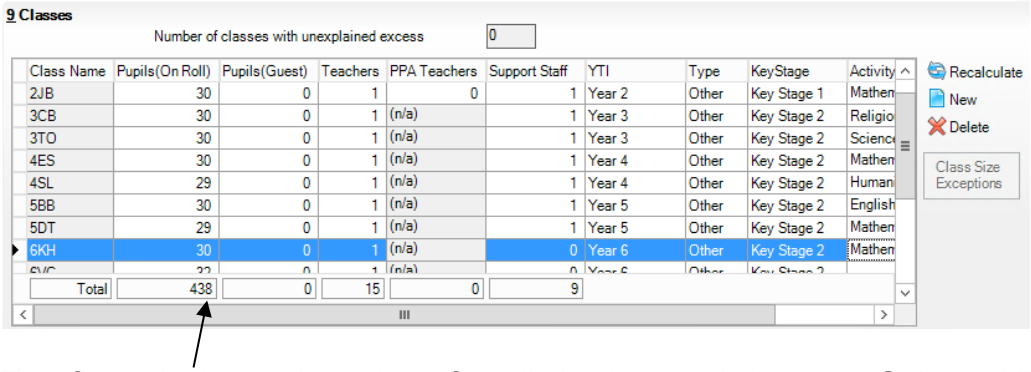
Use the table below to record your Class information for Census Day:

Class Name	Nursery/Other	Key Stage	Activity

On your census screen – Panel 9 Classes

If the classes panel is empty, you can click on the **Recalculate** button to populate the table. Note that any manual entries will be <u>overwritten</u> when the **Recalculate** button is used.

Class names pull through from your Pastoral Structure



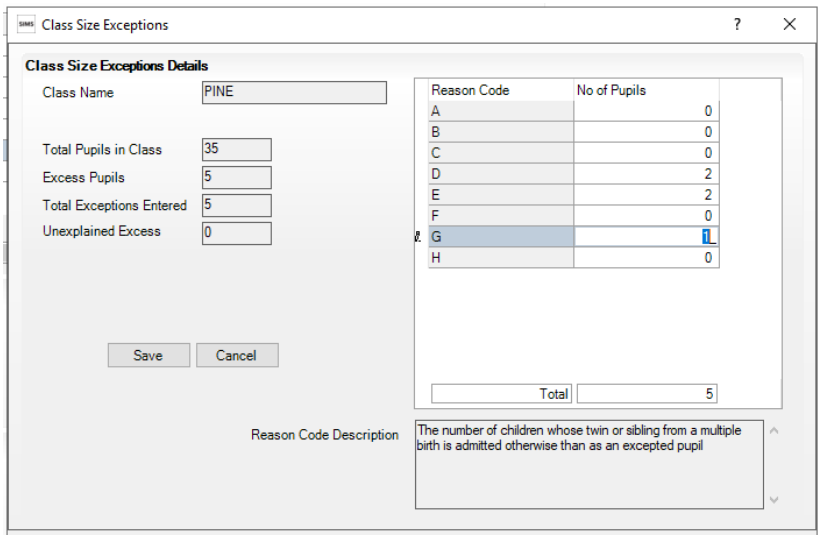
Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity
2JB	30	0	1	0	1	Year 2	Other	Key Stage 1	Mathem
3CB	30	0	1	(n/a)	1	Year 3	Other	Key Stage 2	Religio
3TO	30	0	1	(n/a)	1	Year 3	Other	Key Stage 2	Scienc
4ES	30	0	1	(n/a)	1	Year 4	Other	Key Stage 2	Mathem
4SL	29	0	1	(n/a)	1	Year 4	Other	Key Stage 2	Human
5BB	30	0	1	(n/a)	1	Year 5	Other	Key Stage 2	English
5DT	29	0	1	(n/a)	1	Year 5	Other	Key Stage 2	Mathem
6KH	30	0	1	(n/a)	0	Year 6	Other	Key Stage 2	Mathem
Total	438	0	15	0	9				

This figure is the total number of pupils in classes during your **Selected Time**.

Check that each class has a **teacher**. If two teachers are in the class at the given time you will need to amend the figure. **Exclude** any teacher mainly providing support to individual pupils.

If any KS1 teachers are on PPA time at the given time, add them to the **PPA Teachers** column.

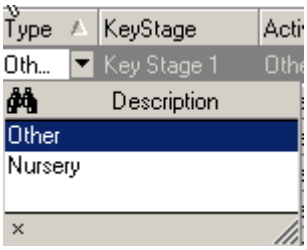
If any Infant class exceed 30 in number, then a reason needs to be given. Highlight the class in question and select the **Class Size Exception** button. You will need to supply a reason or reasons for exceeding the class number limit. See Reason Codes below with accompanying explanations for each code.



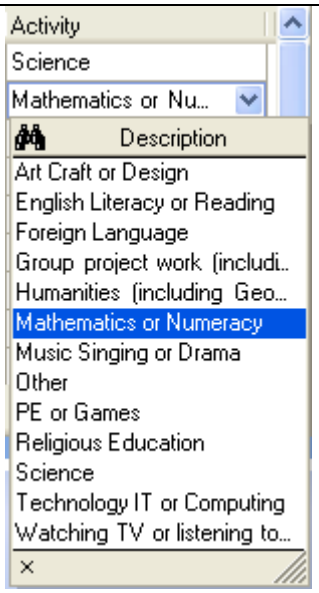
Add support staff to the appropriate classes in the **Support Staff** column. **Exclude** support staff who mainly provide support to individual pupils.

Check that the **year group** column is correct.

Check that **Type** is correct for each class. You may need to amend your **Nursery Class Type**. Click on the appropriate box and then click on the drop down arrow and select **Nursery**.



Check that the **Key Stage** column is appropriate for the year group and amend if necessary.

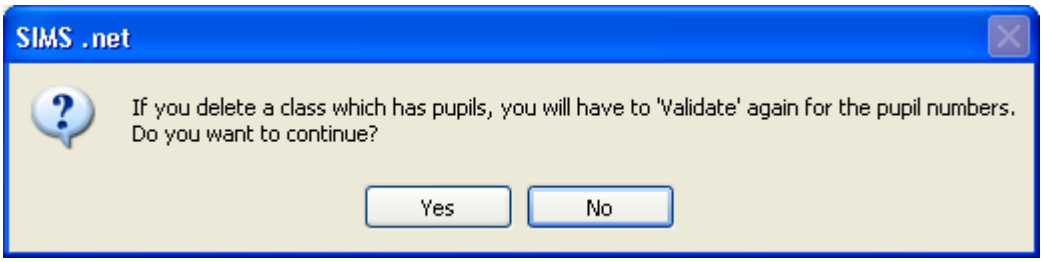
Activity: To choose from a list of possible values, click in the Activity cell once, and you will see a drop-down list of possible lessons to choose from. Highlight an activity to enter it into the table. You must choose activities that are taking place at your school's **Selected Period**. See the list of acceptable activities in the DfE extract below. **Infant Class Activity.** The DfE have stipulated that this activity must be academic in nature. If any infant classes are engaged in PE/Games, Music, Singing, Drama Watching TV or Listening to the Radio at the **Selected Period** then the next academic session should be used instead. If you move one class forward for this reason, then you will have to move all of your classes on to the **next** lesson as well.	

If classes listed here do not take place at the selected time, you can delete them. (eg. if your selected time is in the morning, a nursery p.m. class can be deleted.) **BEFORE deleting** the class, you will need to account for these p.m. pupils elsewhere. Enter the number of pupils from the class to be deleted in the appropriate box in the **Pupil Reconciliation** panel. eg. **Part-time pupils not at school**.

To delete a class, click on the class name and then click the

button.

The following message will appear.



Totals appear at the bottom of each column. If you need to adjust these totals, click in the appropriate cell and manually type or overtype the number you require. If you do alter a number, click elsewhere in the table to ensure the total is updated.

Add any guest pupils into the appropriate column.

You can add additional classes that take place at your school's Selected Period, (e.g. music group) by selecting the

button. Type in the number of pupils in the additional class but remember to subtract that number from the existing class.