



**REPORT TO: EDUCATION, CHILDREN'S AND LEISURE SERVICES
COMMITTEE ON 26 JANUARY 2022**

**SUBJECT: INFORMATION REPORT: PRIMARY AND SECONDARY SCHOOL
FUNCTIONAL CAPACITY AND OCCUPANCY 2021/22**

**BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND
ORGANISATIONAL DEVELOPMENT)**

1. REASON FOR REPORT

- 1.1 To inform the Committee of the Primary and Secondary School Functional Capacities and Occupancy for session 2021/22.
- 1.2 This report is submitted to Committee in terms of Section III (D) (1) of the Council's Scheme of Administration relating to all the functions of the Council as Education Authority.

2. BACKGROUND

- 2.1 Primary School Functional Capacities have been reported annually to this Committee. Secondary School Functional Capacities have been included since 2018/2019.
- 2.2 The Functional Capacity of the school is the maximum number of pupils that a school can accommodate in any one year taking into account the organisational needs of the school and in particular the age distributions of the pupils.
- 2.3 Guidance to Local Authorities on the determination of "School Capacity" set out by the Scottish Government is followed when calculating the primary school capacity in order to increase consistency across the country. ([Determining Primary School Capacity Guidance 2014](#)) Two measures of primary school capacity are used and are described as **Planning Capacity** and **Working Capacity**. Planning Capacity is the physical, theoretical measure of the total number of pupils which can be accommodated in a school, based on the total number of teaching spaces, the size of these spaces and the class size maxima. Working Capacity is the more realistic measure of the total number of pupils which can be accommodated in a school in a particular school session. The Planning Capacity is adjusted based on the organisational needs of the school that session. e.g. pupil roll, composite classes. For the purpose of this report, Planning Capacity is

referred to as “Physical Capacity” and Working Capacity is “Functional Capacity”

- 2.4 The Functional Capacity for each school is calculated on census day in September each year, which in this case was 15 September 2021.
- 2.5 The functional capacity and percentage occupancy for session 2021/22 for primary schools are attached in **Appendix 1** (schools in alphabetical order) and **Appendix 2** (schools according to Associated School Group). Secondary school capacities and percentage occupancy are attached in **Appendix 3**.
- 2.6 In Moray the maximum class size in Primary 1 has been set at 25 and in Primary 2 and 3 it has been set at 30 for session 2021/22. The maximum class size in Primaries 4-7 has been set at 33.
- 2.7 The functional capacity of Linkwood Primary School and Lossiemouth High School have been recalculated to take into account their new buildings.

3. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Reflective of priorities within the Corporate Plan with particular regard to (3) provide a sustainable education service aiming for excellence and (4) day to day service delivery in line with council values of ambitious, improving and responsive. With regards to the 10 Year Plan (Local Outcomes Improvement Plan LOIP), (2) building a better future for our children and young people in Moray through equity of learning experience offered across our schools.

(b) Policy and Legal

There is no policy or legal implication arising directly from this report.

(c) Financial implications

The continuing over provision of pupil spaces has ongoing resource implications for the council.

(d) Risk Implications

There are no risk implications arising directly from this report.

(e) Staffing Implications

There are no staffing implications arising directly from this report.

(f) Property

There are no property implications arising directly from this report.

(g) Equalities/Socio Economic Impact

There is no requirement for an equality impact or socio economic impact assessment to be carried out.

(h) Climate Change and Biodiversity Impacts

There are no implications arising directly from this report.

(i) Consultations

Primary and Secondary School Head Teachers, Head of Education (Chief Education Officer), Head of Education Resources and Communities, Senior Education Officers, Paul Connor, Principal Accountant, the Equal Opportunities Officer, and Tracey Sutherland, Committee Services Officer have been consulted and are in agreement with the contents of this report as regards their respective areas of responsibilities.

4. CONCLUSION

4.1 Committee is asked to note the Primary and Secondary School functional capacities and Occupancy for Session 2021/22.

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Background Papers:

Ref:

SPMAN-1315769894-205

SPMAN-1315769894-204

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