



10 October 2022	Our ref:	PA/TW/AT
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Headteachers & Chairs of Governors of all Maintained Schools
Neighbouring Local Authorities
Worcester Diocesan Board of Education
Church of England Diocese Birmingham
Birmingham Diocesan Schools Commission
Chair of the Worcestershire Association of Governors
Trade Unions
SENDIASS

Dear Colleagues

Consultation on Admission Arrangements for Community and Voluntary Controlled schools for the Academic Year 2024-2025

The County Council is not consulting on any changes to the admissions policy approved by Cabinet in February 2022. The current approved arrangements can be found here [Community or Voluntary Controlled Schools 2023 | Worcestershire County Council](#)

Published Admission Number changes (PAN)

The County Council wishes to consult on the reduction of the Published Admission Number (PAN) at the following Community and Voluntary Controlled school:

Moon's Moat First School – the Governing Body have requested the Local Authority to consult on reducing the PAN from 60 to 45. The intention is to move to a mixed class structure, which the Governing Body believe will assist in future financial sustainability. The Local Authority has a duty to ensure there are sufficient school places available in an area, the Local Authority has considered the pupil numbers in the area and looked at future growth and believes that the reduction does not have an impact on sufficiency in the area.

We would also draw your attention to those Academy, Foundation, Free or Voluntary Aided schools that may also be consulting on a PAN reduction or a PAN increase that may require statutory approval.

The De Montfort School – The Academy Trust are consulting on reducing the PAN from 150 to 120. The Trust wish to make all aware of the consultation, and the rationale for doing so. Reducing the PAN, the Trust feel, will assist in providing stability to their long-term planning while continuing to provide an appropriate number of places for future pupil numbers living in the surrounding area and attending one of the local primary schools. The Trust note that the current PAN is significantly higher than local demand and reducing the PAN will enable the school to meet local demand and reconfigure costs to reflect intake. The Trust feel that a reduced PAN will enable the school to reconfigure its spend to match funding levels to ensure financial sustainability. Please respond directly to the Trust at the school if you wish to comment on the reduction.

Witton Middle school – The Academy Trust are consulting on reducing the PAN from 180 to 150. The Trust wish to make all aware of the consultation, and the rationale for doing so. Reducing the PAN, the Trust feel, will assist in providing stability to their long-term planning while continuing to provide an appropriate number of places for future pupil numbers living in the surrounding area and attending one of the local schools. The Trust note that the current PAN is significantly higher than local demand and reducing the PAN will enable the school to meet local demand and reconfigure costs to reflect intake. Please respond directly to the Trust at the school if you wish to comment on the reduction.

The Bewdley School – the Governing Body wish to make all aware of their intention to increase the PAN from 168 to 180. The school have confirmed they have the accommodation and resources to achieve this. This is a school led increase in PAN. Please respond directly to the Governing Body at the school if you wish to comment on their intention.

Admission Authorities are not required to consult on an increase to the PAN if the school has the accommodation. However, there is still a statutory requirement to consult on an increase to the size of a school where the overall increase across the school is 30 places and by more than 25% of the existing accommodation.

Academies will need to seek permission from the Regional Schools Commissioner to vary their PAN and funding agreements. Additional accommodation required at any school to meet any Basic Need and any projects connected to that will need to be included in the capital investment plan.

The proposals on PAN changes can be viewed here [Published Admission Number Change \(PAN\) 2024/25](#)

The PAN changes will be published in the relevant Information for Parents Book 2024, which when published can be found at [School Admissions Booklet and Guides | Worcestershire County Council](#)

Admission Policy for Academy (A), Foundation (FO), Free (FR) and Voluntary Aided (VA) Schools.

All Academy, Foundation, Free and Voluntary Aided schools must consult on their proposed Admission Policies, where there is a change from the policy their Governors/Trusts approved for 2023. A copy of the proposed arrangements for Academy, Foundation, Free and Voluntary Aided schools can be found at: [Consultation on Proposed Admission Policies 2024/2025 Academic Year | Worcestershire County Council](#), the individual school's website or from the schools' offices. A public notice has been placed in the free local press to this effect.

Where there is no change from the determined policy approved for 2023, and no objections were received to that policy, those admission authorities need not consult for 2024.

Any comments on Academy, Foundation, Free and Voluntary Aided school policies should be directed to the schools themselves.

Co-ordinated Admission Arrangements and Dates

Local Authorities are required, to operate a co-ordinated admissions scheme for the normal admissions round for all schools. Under the scheme, LA's are required to coordinate with

neighbouring authorities, and all admission authorities within their area to ensure that **only one offer of a school place** is awarded to pupils.

The proposed schemes can be viewed at: [Co-ordinated Schemes for all Worcestershire Schools | Worcestershire County Council](#). These are similar to the schemes implemented for the last few academic years.

Timescales for this consultation

Consultation will run from **10 October 2022 to 28 November 2022**, a response is invited from any interested parties.

Responses to the Community and Voluntary Controlled Schools Admission Policy, PAN reductions at those schools and the Co-ordinated Schemes are required by 12 pm on Monday 28 November 2022.

They should be sent by e-mail to ataylor4@worcschildrenfirst.org.uk

Or by post to: Admission Arrangements Consultation, School Admissions, Worcestershire Children First, County Hall, Spetchley Road, Worcester, WR5 2NP.

If you have any queries, please do not hesitate to contact Amanda Taylor or myself.

Yours sincerely



Tracey Wilson
Mainstream School Admissions Manager

Consultation Response Form

Consultation on the proposed admission arrangements and PAN for Community and Voluntary Controlled Schools and co-ordinated schemes for 2024

School / Organisation / Name	
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1. Are there any comments you wish to make on the proposal to reduce to a PAN of 45 from the current PAN of 60 at Moons Moat First School?

Comments:

2. Are there any comments on the Co-ordinated Primary and Middle School Scheme 2024 you wish to make?

3. Are there any comments on the Co-ordinated Secondary School Scheme 2024 you wish to make?

Comments:

4. Are there any comments on the Co-ordinated In-Year Scheme 2023 you wish to make?

Comments:

Signed _____

Printed _____

Responses are required by Monday 28th November 2022. They should be sent to:

Admission Arrangements Consultation 2024, School Admissions, Worcestershire Children First, County Hall,
Spetchley Road, Worcester, WR5 2NP

Or by e-mail to ataylor4@worschildrenfirst.org.uk