



5 October 2023	<b>Our ref:</b>	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 2025-2026**

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 \(PAN\) 2025/26](#)

The PAN changes will be published in the relevant Information for Parents Book 2025-2026, 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 2024. A copy of the proposed arrangements for Academy, Foundation, Free and Voluntary Aided schools can be found at: [Consultation on Proposed Admission Policies 2025/2026 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 2024, and no objections were received to that policy, those admission authorities need not consult for 2025.

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 **9 October 2023 to 24 November 2023**, 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 Friday 24 November 2023.**

They should be sent by e-mail to [ataylor4@worcschildrenfirst.org.uk](mailto: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