

19<sup>th</sup> November 2021

Dear Parent/Carer/Consultee,

## **RE: Reduction of Planned Admission Number – Notice of Consultation**

I am writing on the behalf of the Governors at Chadsmead Primary Academy to formally consult with you regarding the Academy's Admission Policy 2023/24 in order to protect our school and the standards of education we provide.

You can view a full copy of the proposed admission arrangements on our website:

[www.chadsmeadacademy.co.uk](http://www.chadsmeadacademy.co.uk) under Our School/Admissions/Introduction to Admissions

We are consulting on reducing our Published Admission Number (PAN) for Reception intake September 2023 from 60 to 30. The PAN is the maximum number of children we admit in an academic year. This does not affect children currently at our school.

### **Objectives of proposed changes**

- To ensure the efficient and effective deployment of public resources by creating a stable student admissions.
- To help secure a stable staffing structure.

### **Context**

At Chadsmead Primary Academy our numbers on roll have decreased over several years and not exceeded 32. See the table below for our recent year's admissions.

<b>Year</b>	<b>Total Admissions</b>
2018	25
2019	27
2020	19
2021	32

### **Reasons for the proposed changes**

The reasons for proposing an amendment to Reception's PAN are as follows:

- Variations in cohort sizes have made it difficult for the school to plan strategically (both financially and in curriculum terms). The current PAN of 60 in Reception has led, and will continue to lead, to a lack of operational certainty from one academic year to the next.
- Removal of growth funding from the Local Authority which was funding the school expansion.
- Chadsmead Primary Academy wishes to set a Reception PAN which will allow it to plan with greater confidence and a better degree of accuracy. Fluctuating admission numbers from one September to the next has made this goal difficult to attain.
- The number of surplus places (the difference between the PAN and the actual admitted number) in each year group leads to casual in-year admissions; short term teaching and operational management arrangements; and disproportionately high unit costs (to ensure additional capacity is in place to anticipate possible in-year fluctuations in numbers)

## Timetable and consultation

The period of consultation will be six weeks; from midday on Friday 19<sup>th</sup> November 2021 to Tuesday 4<sup>th</sup> January 2022.

Please send us your views by completing the form below and returning this via email to:

[office@chadsmead.staffs.sch.uk](mailto:office@chadsmead.staffs.sch.uk)

Yours sincerely

A handwritten signature in black ink that reads 'Grainger'.

Mrs G Grainger  
Headteacher

**Chadsmead Primary Academy - Proposed changes to Published Admission Number (PAN) in Reception**

Name: \_\_\_\_\_ (BLOCK CAPITALS PLEASE)

Please provide contact information if you wish to discuss this with the Headteacher:

Email address		Telephone number	
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Please enter your postcode:

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(Postcode information will **only** be used to distinguish the views of those in/out of the School's catchment area)

I am responding in my capacity as (please tick **all** that apply):

Current parent	<input type="checkbox"/>	Primary school representative	<input type="checkbox"/>
Possible future parent	<input type="checkbox"/>	Secondary school representative	<input type="checkbox"/>
Teaching staff member	<input type="checkbox"/>	Post 16 provider representative	<input type="checkbox"/>
Support staff member	<input type="checkbox"/>	Other consultee (listed in letter)	<input type="checkbox"/>
Governor	<input type="checkbox"/>	Other (please state):	<input type="checkbox"/>

Please also tick **one** box in the grid below:

I am <b>FOR</b> the proposed changes to Chadsmead Primary Academy PAN for Reception	<input type="checkbox"/>
I am <b>AGAINST</b> the proposed changes to Chadsmead Primary Academy PAN for Reception	<input type="checkbox"/>
We value your input and would appreciate any comments that explain why you are for or against the proposal:	