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C of E Primary School

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'Care, Achieve, Respect, Enjoy'

Westcott

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Consultation on a proposed reduction of the published admission number (PAN) for Surrey Hills Church of England Primary School, Surrey, with effect from September 2019

Consultation period: 18 October 2017 – 30 November 2017

Background

The current PAN for Key Stage 1 at Surrey Hills Church of England Primary School is 45. This means that the number of places that the school must make available for Reception pupils is 45 and provision for this number must be maintained through Year 1 and Year 2.

The current PAN was established after Abinger Common First School amalgamated with Westcott First School to become Surrey Hills Church of England Primary School – an all-through primary school that delivers education across two sites with three classrooms on the Abinger site and eight classrooms on the Westcott site. The net capacity across both sites is 300.

The school is proud that it has been recognised in the most recent review by Surrey County Council's educational partners as one where "pupils are engaged with their learning and keen to do well" with an "ethos [which] is a happy one for pupils to learn in." However, the structure and PAN have proved to pose inherent challenges and cause the school to be vulnerable to changes in national policy. Consequently, the Governing Body has conducted an internal strategic review that has identified the need for a consultation to establish a PAN that is both appropriate and sustainable, whilst continuing to provide education at both the Westcott and Abinger site and meet the demands of the local community.

Specific Proposal

The Governing Body of Surrey Hills Church of England Primary School proposes to reduce the PAN of the school from 45 to 30. This would take effect for Reception intake in 2019 and be maintained for subsequent Reception year cohorts.

This means that the number of places available for children in Reception in 2019 and subsequent Reception year places would be 30. For children who already have a place at the school in other year groups there would be no change, but the admission number for all Key Stage 1 year groups would be maintained at 30 in future years.



The Governing Body has carefully considered the implications of this proposed change and the following factors have been taken into account:

- The provision of the most appropriate learning environment for all pupils.
- Sustainable financial planning.
- The availability of school places for children within our parishes.
- Future resource planning and management.

Why?

- The structure and PAN, coupled with fluctuations in admission numbers, have led to mixed age classes that are variable from year-to-year and across different phases (Early Years curriculum and Key Stage 1 curriculum). A reduction in PAN to a single class intake combined with the provision of all KS1 education at the Abinger site allows the school to remove mixed-age classes in KS1. This will enable us to deliver a secure foundation for better educational outcomes and to prepare pupils for transition to KS2. The stability also enables us to effectively manage teams across both sites, aiding in the recruitment, development and retention of dedicated staff.
- The fluctuation in pupil numbers has made financial planning much more difficult, especially in a context where budget must cope with the cost of running and maintaining two school sites for what is effectively one and a half schools in terms of pupil numbers. This is an extra demand despite additional allowance made in funding. Long term the ideal minimum number for a financially sustainable class is 30. The school must accept new applicants at any point in the academic year if numbers are below PAN, so cannot plan on the basis that lower numbers will continue. Fundamentally the existing structure and fluctuations in numbers mean that some classes have fewer pupils than needed. This has a direct impact on costs in relation to funding we receive and forces us to continually change the structure of classes.
- Admission figures show that we have not filled the PAN at reception for the last two years despite accepting children from outside the parishes Appendix 1. Although we realise that a reduced PAN might mean that a few children whose addresses are furthest from the school sites might need to commence education at a local infant school Surrey Hills does have a Year 3 PAN so we could admit these children at that point. Surrey County Council forecast there is adequate provision at local infant schools.
- Westcott site is at capacity so we cannot build any more. Expanding Abinger site would require huge capital investment and Surrey County Council would not support a capital expenditure project as their forecasts do not predict a need to increase provision of KS1 admissions in the area (Appendix 2). As such, our challenges must be met within the physical restrictions of both sites.
- Reducing the PAN will help the Governing Body plan for long-term stability, a sustainable financial position, and to secure high quality educational outcomes for its students.



How to Respond

You are invited to submit comments about the proposal within the consultation period of 18 October to 30 November 2017 to Mrs Louise Jeffers at Surrey Hills Church of England Primary School on the attached form.

Following the consultation period the Governing Body will consider all comments received and take these into account when making a final decision on how to proceed. Admission arrangements for September 2019 will be determined and communicated by 18th December 2017.

For further information please visit the school website at: www.surreyhillsprimaryschool.org.uk

Appendix 1

Reception Admissions	2016/17	2017/18
Criterion 1	0	1
Criterion 3	18	15
Criterion 4	13	1
Criterion 5	0	2
Criterion 6	0	11
Late admissions	3	6
Total	34	36

Appendix 2

Year	YR PAN	YR Projection	Projected Surplus
2018/19	265	228	37
2019/20	265	237	28
2020/21	265	221	44
2021/22	265	225	40
2022/23	265	226	39
2023/24	265	227	38
2024/25	265	229	36
2025/26	265	229	36
2026/27	265	230	35

The PAN for the area, is made up of the following schools:

School	YR PAN	Y3 PAN
St. Michael's CoE Infant	28	
St. John's CoE Primary	30	
St. Martin's CoE Primary	45	15
Powell Corderoy Primary	30	
St. Paul's CoE Primary	60	
St. Joseph's Catholic Primary	27	
Surrey Hills Primary	45	10
Total	265	25



Current Admissions criteria

As a Church school Surrey Hills CofE Primary School is its own Admission Authority. We have an equal preference system for admissions and our Pupil Admission Number (PAN) for entry into the Early Years Foundation Stage (Reception) is 45.

In addition we have a PAN of 10 for admission at Year 3. This PAN will be directed to pupils where Surrey Hills CofE Primary School, Westcott site, is their nearest school with a PAN at Year 3.

We are able to accept all applications expressing a preference for our school up to the stated Pupil Admission Number. If applications for admission exceed these numbers the following over-subscription criteria will apply in the order listed below:

1. Looked After Children and previously Looked After Children. (Note 1)
2. Children with serious medical conditions or other exceptional circumstances (Note 2)
3. Children who have a sibling (Note 3) who was on roll at the school prior to September 2016 AND is still on roll at the time of admission.
4. Children who live in the named ecclesiastical parishes (Note 4) AND have a sibling (Note 3) who was on roll at the school after September 2017 at the time of admission
5. Children who live in the named ecclesiastical parishes (Note 4) AND who have at least one parent who worships regularly at a Church of England Church (Note 5).
6. Children who live in the named ecclesiastical parishes (Note 4).
7. Children who live outside the named ecclesiastical parishes (Note 4) and have a sibling who was on roll at the school after September 2017 at the time of admission (Note 3).
8. Children who live outside the named ecclesiastical parishes (Note 4) but have at least one parent who worships regularly at a Church of England Church (Note 5).
9. **FOR YEAR 3 ADMISSION ONLY** and for in year applications for Year 4, 5 and 6 – Children for whom Westcott site is their nearest school with a PAN at Year 3 (see Tie Breaker below).
10. Children who live outside the named ecclesiastical parishes (Note 4) whose parents want them to attend this church school.

