

To whom it may concern

Christ Church CE Primary School, part of The Sycamore Church of England Trust, are consulting on proposals to reduce their Published Admission Number (PAN) from 1<sup>st</sup> September 2025. The proposed changes will apply to children starting Reception in September 2025. The consultation period will run from 18<sup>th</sup> December 2023 to 29<sup>th</sup> January 2024. Any comments received during this period will be considered by Christ Church CE Primary School. Full details of how to respond are contained within this document.

All comments are to be sent directly to the school at [christchurch@thesycamoretrust.co.uk](mailto:christchurch@thesycamoretrust.co.uk)

### **Consultation on a proposed reduction in the Published Admission Number (PAN) for Christ Church CE Primary School with effect from September 2025**

The Schools Admissions Code 2021 sets out a requirement for all Admission Authorities to undertake statutory consultation where they propose a reduction to the (PAN) of a school. The purpose of consultation is to ensure transparency and openness on the contents of a proposal and allow parents, carers and other interested stakeholders to make a representation that will be considered as part of the determination of the proposal. The current (PAN) for Christ Church CE Primary School is 35. Reducing the PAN will assist the school to provide stability in its long-term planning and allow the school to continue securing high quality educational outcomes for the students currently on roll, while continuing to provide an appropriate number of places for future pupil numbers in-line with demand.

Representations and recommendations from the consultation exercise will be considered before making any decisions on the proposals.

Christ Church CE Primary School propose to reduce the published admission number of the school from 35 to 30 for Reception with effect from September 2025 onwards. This means that the number of places available for children in Reception in 2025 (and all subsequent Reception cohorts) will be 30.

This is the only proposed change, the oversubscription criteria will remain the same, which is :-

- *Children with Special Educational Needs or an Education, Health & Care Plan will be given a place at the school named on their EHCP. When schools are oversubscribed, priority for allocation of places will be as follows:-*

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- Children in public care (Looked After Children) and previously looked after children.
- Children who will have an older brother or sister in the school in September 2025. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
- Other children

If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using a computerized mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

### Who are we consulting with

We are seeking views from:

1. Parents in our borough who have children between the ages of two and eighteen
2. Other persons in our borough who the Trust and Local Authority believes will have an interest in the proposed admissions;
3. All other admission authorities within the borough;
4. Governing bodies in the borough (who are not admission authorities);
5. Our adjoining/neighbouring local authorities where the admission authority is the local authority;
6. The bodies representing the religions/religious denomination of the faith schools in our borough

### Consultation timetable

18 <sup>th</sup> December 2023	Consultation opens.
29 <sup>th</sup> January 2024	End of consultation period and deadline for submitting responses to Christ Church CE Primary School
30 <sup>th</sup> January 2024	Analysis of consultation representations and preparation of information to be considered by the School/LA.
28 February 2024	Formal determination of admission arrangements.
15 March 2024	Publication of determined admission arrangements.

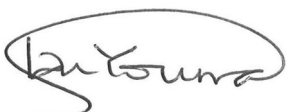
### How to respond

This consultation will run from 18<sup>th</sup> December 2023 to 29<sup>th</sup> January 2024 (a period of six weeks). You are invited to submit responses about the proposal above to the School by:

- **Email:** [christchurch@thesycamoretrust.co.uk](mailto:christchurch@thesycamoretrust.co.uk)

Responses must be received no later than 5pm on 29<sup>th</sup> January 2024. Responses received after this time and date may not be considered.

Yours sincerely,



Ian Young  
Trust Leader