

Tuesday 19<sup>th</sup> December 2023

Dear Parent/Carers

You will remember that earlier this term I wrote to you regarding a change to Published Admission Number (PAN) for September 2024. Whilst the temporary change was approved with effect from September 2024, we have been informed by the Local Authority that in order to make this a permanent change, effective for the academic year 2025-2026, we now need to re-consult again with all our stakeholders.

This will be a six-week consultation beginning Wednesday 20<sup>th</sup> December 2023 and will close on Tuesday 30<sup>th</sup> January 2024. We welcome your thoughts on this change for September 2025.

Holy Trinity Catholic Academy is one of 36 schools within Our Lady of Lourdes Catholic Academy Trust. The Trust is the Admissions Authority for the Academy and wishes to consult on a proposal to reduce the Published Admission Number (PAN) for Reception from 45 to 30, to take effect from September 2025. The Trust and staff are working hard to continue to improve the outcomes of all our pupils and feel strongly that the proposed reduction will benefit future outcomes for our children, whilst still continuing to meet the demand of places.

Statistically, there is a national decline in the number of pupils available for Nursery places. Unfortunately, Nursery admissions for the current academic year at Holy Trinity Catholic Academy continue a two-year downward trend. This will inevitably influence the number of children in Reception and impact on numbers across the school in future years. The Trust Board will continue to review its PANs on an annual basis and will be flexible to react to demographic trends.

The number of Catholic families requesting places will not be affected by this and the school will as always continue to be inclusive and welcome all pupils from faith or no faith backgrounds.

The Trust are engaging with the School Place Planning Team to understand the future projected pupil numbers within Newark and they have confirmed they will still meet their planned requirements once this proposed change has been made.

There will be no other changes to the admission arrangements. The proposed change will not affect the current pupils or those who choose to accept an offer for a school place in September 2023 and 2024. All current and future parents and any other interested stakeholders can make comments on this proposal, information on how you can do this is detailed at the end of this letter, under the section titled "How to make your views known".

## Background

The current Published Admission Number (PAN) for Holy Trinity is 45. Reducing the PAN will assist the Trust to provide stability in its long-term planning and allow the school to secure high-quality educational



outcomes for our youngest pupils currently on our roll, while continuing to provide an appropriate number of places for future pupil numbers in line with demand in the Newark area. Although the Regulations and Code of Practice relating to school admissions no longer require an admissions authority to consult when maintaining or increasing a schools PAN, there remains a requirement to consult when the proposal is to reduce. Holy Trinity Catholic Academy are seeking comments on the proposed change.

### Specific Proposal

Holy Trinity Catholic Academy along with our Trust proposes to reduce the Published Admission Number (PAN) from 45 to 30 with effect from September 2025. For pupils who already have a place at Holy Trinity Catholic Academy in other year groups, there will be no change.

It is important to consider the views of our parents and the wider community. If you would like to contribute to the consultation, please complete the Stakeholder Response Form available on our website.

### How to make your views known

The consultation will run from Wednesday 20<sup>th</sup> December 2023 – Tuesday 30<sup>th</sup> January 2024 at 3:30pm. All stakeholders are invited to submit comments in writing about the proposal to reduce PAN.

### For the duration of the consultation Holy Trinity Catholic Academy will display the following documents on the website:

- Current Admissions Statement (Sept 2023 / 2024)
- Stakeholder Response Form
- Stakeholder letter School website: <https://www.holytrinityacademy.co.uk/parents/admissions/>
- School email: [office@holytrinity.notts.sch.uk](mailto:office@holytrinity.notts.sch.uk)

*(details will also be displayed on the OLoL Trust website admissions page:  
<https://www.lolcatholicmat.co.uk/governance/admissions/> )*

### Stakeholders are deemed to be:

- Parents and carers of children aged between 3 and 11 years of age
- All other admission authorities within the relevant area
- Nottinghamshire County Council.
- Any adjoining neighbouring local authorities where the admission authority is the local authority
- Other persons or groups in the local area who may have an interest in the proposed new arrangements i.e. other local nursery settings

Yours sincerely  
Mrs J Summers (Headteacher)

Mr J McGeachie (CEO)



## Holy Trinity Catholic Academy Stakeholder response form

Proposal document to reduce the Published Admission Number (please circle Yes / No in response to the following):

I support the proposal to reduce the PAN from 45 to 30 Yes / No

I do not support the proposal to reduce the PAN from 45 to 30 Yes / No

I have no real preference but have the following comments to make Yes / No

Any further comments

Name:

Organisation:

Signature:

Date:

(completed response forms should be posted to The School Office, Holy Trinity Catholic Primary School, 94 Boundary Rd, Newark NG24 4AX or emailed to [office@holytrinity.notts.sch.uk](mailto:office@holytrinity.notts.sch.uk))

