

Dear Colleague

Reduction of published admissions number (PAN) from September 2025 onwards

The Governing Body of St Francis RC Primary School, as the admissions authority for the school, are requesting your views on proposed changes to the admissions arrangements of the school. Presently, the school has a PAN of **60**, which means that, theoretically, the school can admit up to 60 pupils at reception. In recent years, along with many other schools in Southwark, the number of pupils applying for places has dropped considerably, and the school has admitted around half of that number.

The issue with a higher PAN for the school would be if the school were to recruit more than 30 pupils – if this were the case, the school would – due to the infant class size regulations – need to recruit a second teacher for this cohort, with consequential financial effects on the school.

Governors are also proposing other changes to the criteria for admissions, to better reflect the demand for places

- *Criteria 2 - The requirement of a supplementary form has now been removed. A baptism certificate is the evidence required to support applicant's faith if applicable*
- *Criteria 3 - This was previously criteria 4 and has been moved up to criteria 3*
- *Criteria 4 - This was previously criteria 3*
- *Criteria 6 - This has been removed in order to adopt the Diocese Model Admissions Policy. "Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of baptism (or dedication) provided by a priest or minister of a designated place of worship will be required". Subsequent criteria have been moved up.*

We must stress that this will not affect children already in the school and that the change of admission number will be gradual, for the next 7 years. Across the Southwark area, there are around 550 reception vacancies and 4,600 places, so a PAN reduction will not result in a loss of choice.

The proposed change is supported by the governing body of the school and the local authority as a way of protecting the school's viability in the medium to long term, and to better match the demand for places locally and across Southwark. Should there be a resurgence in the demand for places, then the school could revert to a higher PAN, if the numbers added up. If agreed, the PAN would apply from the year after next (i.e. September 2025). We would very much welcome your written comments on these proposals – please address these to the Chair of Governors, or email them to the school – office@stfrancis.southwark.sch.uk. Please do so by Thursday the 25th January 2024 at 5pm.

The Governing Body will then meet early next year to consider these and decide whether to proceed with the PAN reduction.

Yours sincerely

Alan Carter
Chair of Governors
St Francis RC Primary School