

# ADMISSIONS ARRANGEMENTS CONSULTATION

## September 2023

As per statutory duty, the Kite Academy Trust will be conducting a consultation on proposed changes to its admissions arrangements for all its academies for the academic year 2023/24. The consultation period runs from **Monday 8<sup>th</sup> November 2021 until Monday 27<sup>th</sup> December 2021**. The proposed arrangements are detailed below, on the Trust's website at [www.thekiteacademytrust.org](http://www.thekiteacademytrust.org) and can also be obtained from the Central Office (address and contact information provided below).

### Proposal

The changes being proposed are as follows:

#### 1. Reduction of the Published Admissions Number (PAN) at Cross Farm Infant Academy

For September 2023, the Kite Academy Trust (as the admissions authority) is proposing to reduce the published admission number (PAN) for Cross Farm Infant Academy from 60 to 30. Cross Farm Infant Academy currently has a PAN of 60 but is not filling to this PAN. This reduction in PAN is supported by the Academy Head and Academy Council (Governors) so as to ensure the academy's ongoing financial viability, operating as a one-form entry infant school. It is anticipated that there would still be sufficient places in the area if the PAN is decreased as current forecasts indicate a continued projected surplus of primary places across Surrey Heath in 2023. This decrease in PAN would have no impact on children who are currently on roll at the academy. For further information, please see Appendix A.

#### 2. Reduction of the Published Admissions Number (PAN) for initial entry (Reception class) at Hale Nursery & Primary Academy and increase of PAN for Year 3 entry

For September 2023, the Kite Academy Trust (as the admissions authority) is proposing to reduce the published admission number (PAN) for initial entry (Reception class) at Hale Nursery & Primary Academy from 60 to 30. Hale Nursery & Primary Academy currently has a PAN of 60 for initial entry (Reception class) but is not filling to this PAN. This reduction in PAN is supported by the Academy Head and Academy Council (Governors) so as to ensure the academy's ongoing financial viability, operating with one-form entry to its infant provision. It is anticipated that there would still be sufficient places in the area if the PAN is decreased as current forecasts indicate a continued projected surplus of primary places across Surrey in 2023. This decrease in PAN would have no impact on children who are currently on roll at the academy as it is intended to retain 64 places in each year of Hale's junior provision (Years 3-6). To facilitate applications for these places, it is proposed to increase the PAN for Year 3 entry to 34. For further information, please see Appendix B.

#### 3. Supplementary Information Form for Exceptional Social/Medical applicants

It is proposed to introduce a supplementary information form for applications on the basis of exceptional social/medical need (see note 2 of the proposed Admissions Arrangements 2023-24). This is intended to guide applicants through this process, ensure they understand what information is required and provide opportunity to outline the basis of their application. Please see Appendix C.

The Kite Academy Trust, as the admissions authority, is seeking views on these proposed changes to its admission arrangements. If you would like to respond to the consultation, please complete an online response form [here](#) or at [www.thekiteacademytrust.org](http://www.thekiteacademytrust.org). Alternatively, responses can be sent by post to the address below for the attention of the Executive Team. Please note that only responses providing the respondent's name and address will be accepted so as to eliminate duplicate responses to the consultation.

After the closing date, responses will be collated and considered by the Executive Team and a recommendation made to the Trust Board as to whether to proceed with the proposed changes. This recommendation and the responses received will be reviewed by the Trust Board at their meeting on 8<sup>th</sup> February 2022. A decision will be ratified and Admission Arrangements for 2023/24 determined at this meeting. Once determined, the final Admission Arrangements will be published on the Trust's website by 28<sup>th</sup> February 2022.

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## Appendix A

### Proposal to reduce the Published Admissions Number (PAN) at Cross Farm Infant Academy from 60 to 30

#### Introduction

For September 2023, the Kite Academy Trust (as the admissions authority) is proposing to reduce the published admission number (PAN) for Cross Farm Infant Academy from 60 to 30. Cross Farm Infant Academy currently has a PAN of 60 but is not filling to this PAN. This reduction in PAN is supported by the Academy Head and Academy Council (Governors) so as to ensure the academy's ongoing financial viability, operating as a one-form entry infant school. It is anticipated that there would still be sufficient places in the area if the PAN is decreased as current forecasts indicate a continued projected surplus of primary places across Surrey Heath in 2023. This decrease in PAN would have no impact on children who are currently on roll at the academy.

#### Background

Before 2016, Cross Farm Infant Academy had a PAN of 52 and operated mixed-age classes for all year groups, due to fluctuating numbers. This made it very difficult to plan ahead and deploy staff effectively. Cross Farm was expanded to a two-form entry infant school with a PAN of 60 in 2016. At this time, the school was expanded to meet a growing demand in the area, with the added benefit of equalising a historical PAN which was causing the school challenges in making effective use of resources. This was supported by Surrey County Council, as the projected numbers in the area were higher, but in fact the school never fulfilled this.

More recently, the birth rate in Surrey Heath has been in decline which has subsequently affected the number of children requiring a school place for Reception each year for all schools in the area. Consequently, the Number on Roll (NOR) at Cross Farm has fallen over time, as shown in the table below:

Year	2017	2018	2019	2020	2021
NOR	161	168	171	148	136

The birth rate is predicted to continue to fall and, as a result, the Local Authority anticipates that, in the immediate local area, there will be a surplus of 90 Reception places by the end of the decade.

Birth Year (academic)	19/20	20/21	21/22	22/23	23/24	24/25
Predicted N° of Births	921	918	914	910	909	907
Reception Start Date	2024	2025	2026	2027	2028	2029

Data from the Office for National Statistics based on estimated population projections and migration factors.

Fewer children attending Cross Farm has impacted the budget for the school; this has continued to be mitigated by the ongoing flexibility of the school staff and the Kite Academy Trust's reserves. Income generation has been a key focus for Cross Farm and lettings have significantly increased over the past year however, with a continuing trend of lower birth rates in Surrey Heath and limited housing development, it is clear that there is less demand for school places in Surrey Heath.

#### Considerations for Reduction of PAN

The NOR at Cross Farm are as below:

Year	R	1	2	TOTAL	Capacity (%)
	38	52	46	136	180 (75)

Currently at Cross Farm there are: 46 children in Year 2 (two small classes); 52 in Year 1 (two small classes); 38 in Year R (two very small classes). This is unsustainable and will require a reorganisation of classes to include mixed year groups going forward. This has not been possible this year due to the split of the number of children across the school and the requirement to only have 30 in infant classes. Financial analysis illustrates the unsustainability of the academy should the PAN remain at 60 but the academy does not fill to this number. Funding for small

classes is difficult to sustain due to the government calculation of funding based on 1 teacher for 30 children. It is known that mixed year groups are unpopular with parents and consequently the introduction of mixed classes is likely to cause further decline in numbers. In addition, it will not be possible to give prospective parents a definite offer of one or two classes as this is dependent on the number of applications made and places subsequently offered. There are also challenges in mixing Reception and Year 1 children due to the two different curriculums they are required to follow; Foundation Stage and Key Stage 1.

For staff, the declining numbers of applications and NOR results in uncertainty of the number of classes, class sizes and the required staffing structure. While a reduction in PAN would necessitate a reduction in the academy's staffing establishment, as part of a multi-academy Trust, staff would be offered redeployment to another academy within the Trust.

### **Proposal for Implementation**

It is proposed that a reduction to 30 children in each year group would be achieved over 3 years from September 2023, with the number of classes being reduced by one each year.

### **Conclusion**

Remaining a two-form entry school with a PAN of 60 is no longer sustainable for Cross Farm Infant Academy; reducing the PAN to 30 will allow certainty in planning for the future as a one-form entry school.

Cross Farm Infant Academy, supported by The Kite Academy Trust, has pursued every possible option to for the school to remain viable as it currently is. In particular, investment has been made in marketing to encourage prospective parents, however, it is evident that there are not sufficient children to fill the places within the local area. This is acknowledged by Surrey County Council who are in support of the proposed reduction in PAN, which is to the benefit of all other local schools in enabling as many as possible to fill to PAN and therefore continue to be financially viable. Without some action, all local schools will face the same financial burden of running classes under PAN.

With school budgets becoming ever tighter, the financial impact of unfilled places is significant. School improvement relies on investment in resources, training and stability which Cross Farm cannot afford and, although the Kite Academy Trust's pooled funding is allocated to support all of its academies, supporting an academy whose current PAN does not make it a viable concern naturally impacts the capacity of the Trust to support other academies in the MAT, which could have greater, more significant consequences. The growth and development of the multi-academy trust is also currently being compromised as a result.

It should be noted that we would revise our Published Admissions Number in the future if there was to be an increase in the demand for Reception places in the borough.



## Appendix B

### Proposal to reduce the Published Admissions Number (PAN) for initial entry (Reception) at Hale Nursery & Primary Academy from 60 to 30 and increase PAN for Year 3 entry from 4 to 34

#### Introduction

For September 2023, the Kite Academy Trust (as the admissions authority) is proposing to reduce the published admission number (PAN) for initial entry (Reception class) at Hale Nursery & Primary Academy from 60 to 30. Hale Nursery & Primary Academy currently has a PAN of 60 for initial entry (Reception class) but is not filling to this PAN. This reduction in PAN is supported by the Academy Head and Academy Council (Governors) so as to ensure the academy's ongoing financial viability, operating with one-form entry to its infant provision. It is anticipated that there would still be sufficient places in the area if the PAN is decreased as current forecasts indicate a continued projected surplus of primary places across Surrey in 2023. This decrease in PAN would have no impact on children who are currently on roll at the academy as it is intended to retain 64 places in each year of Hale's junior provision (Years 3-6). To facilitate applications for these places, it is proposed to increase the PAN for Year 3 entry to 34.

#### Background

Hale Nursery & Primary Academy has a PAN of 60 and has found it difficult to achieve this for many years. The birth rate in Surrey has been in decline which has subsequently affected the number of children requiring a school place for Reception for all schools in the area. Consequently, the Number on Roll (NOR) in Reception at Hale has fallen over time:

Year	2019	2020	2021
NOR (Reception)	30	43	30

The birth rate is predicted to continue to fall over the next ten years as below:

Birth Year (academic)	19/20	20/21	21/22	22/23	23/24	24/25
Predicted N° of Births	1165	1155	1139	1138	1132	1131
Reception Start Date	2024	2025	2026	2027	2028	2029

Data from the Office for National Statistics based on estimated population projections and migration factors.

#### Considerations for Reduction of PAN

The NOR at Hale are as below:

Year	R	1	2	3	4	5	6	TOTAL	Capacity (%)
	30	45	30	32	39	56	45	<b>277</b>	420 (66)

Financial analysis illustrates the unsustainability of the academy should the PAN remain at 60 for initial entry (Reception) but the academy does not fill to this number. The current NOR for Years R, 1 and 2 will require a reorganisation of classes to include mixed year groups going forward however this is challenging to sustain due to the government calculation of funding based on 1 teacher for 30 children. It is known that mixed year groups are unpopular with parents and consequently the introduction of mixed classes is likely to cause further decline in numbers. In addition, it will not be possible to give prospective parents a definite offer of one or two classes as this is dependent on the number of applications made and places subsequently offered. There are also challenges in mixing Reception and Year 1 children due to the two different curriculums they are required to follow; Foundation Stage and Key Stage 1.

For staff, the declining numbers of applications and NOR results in uncertainty of the number of classes, class sizes and the required staffing structure. While a reduction in PAN would necessitate a reduction in the academy's staffing establishment, as part of a multi-academy Trust, staff would be offered redeployment to another academy within the Trust.



## Proposal for Implementation

It is proposed that a reduction to 30 children in Reception, Year 1 and Year 2 would be achieved over 3 years from September 2023, with the number of classes being reduced by one each year.

Folly Hill Infant School is a named feeder school to Hale in Year 3 and currently undergoing the conversion process to join the Kite Academy Trust. With this being the case, it is intended that the PAN of 30 of both infant provisions would combine to fill the 64 junior places at Hale from Year 3.

## Conclusion

Remaining a two-form entry school with a PAN of 60 for Reception is no longer sustainable for Hale Nursery & Primary Academy; reducing the PAN to 30 will allow certainty in planning for the future as a one-form entry school at initial entry (Reception). Increasing the PAN for Year 3 entry to 34 will allow Hale to continue offering a two-form junior provision for the local community.

Hale Nursery & Primary Academy, supported by The Kite Academy Trust, has pursued every possible option to for the school to remain viable as it currently is. In particular, investment has been made in marketing to encourage prospective parents, however, it is evident that there are not sufficient children to fill the places within the local area. Without some action, all local schools will face the same financial burden of running classes under PAN.

With school budgets becoming ever tighter, the financial impact of unfilled places is significant. School improvement relies on investment in resources, training and stability which Hale cannot afford and, although the Kite Academy Trust's pooled funding is allocated to support all of its academies, supporting an academy whose current PAN does not make it a viable concern naturally impacts the capacity of the Trust to support other academies in the MAT, which could have greater, more significant consequences. The growth and development of the multi-academy trust is also currently being compromised as a result.

It should be noted that we would revise our Published Admissions Number in the future if there was to be an increase in the demand for Reception places in the borough.



## SUPPLEMENTARY INFORMATION FORM – SOCIAL/MEDICAL NEED

*Only to be completed for applications under Criterion 2 – Exceptional Social/Medical Need*

Applications for entry on the basis of exceptional social/medical need must be supported by submission of this form. Recent supporting evidence from relevant registered professional(s) involved with the child must also be submitted with this form, such as a doctor and/or consultant for medical cases or a social worker, health professional, housing officer, the police or probation officer for other social circumstances. All evidence must be on letter headed paper and reflect the child’s current situation. The evidence must confirm the circumstances of the case and must set out why the child should attend the preference academy and why no other school could meet the child’s needs. Once completed it must be returned to the academy at which a place is being applied for by the closing date for primary school applications.

<b>Child’s Surname:</b>	
<b>Child’s Forename(s):</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Name of academy for which priority is sought through exceptional social/medical need</b>	
<b>Please give the particular reasons why the academy named above is the only school that can meet the needs of the child and the difficulties that would be caused if the child had to attend another school</b>	
<b>Please list the supporting evidence that is being submitted to support the application under the exceptional social/medical need criterion</b>	



**Declaration:**

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with the local authority, admissions authorities, schools and Government agencies where necessary.

I understand that the outcome of this request for exceptional social/medical priority will be on the basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

I confirm that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds.

I understand that if I submit this form or evidence after the closing date it may not be considered until after the national offer day.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

**Signature of Parent/Guardian:**

**Print Name:**

**Date:**

	

