

GUIDANCE TO CHURCH SCHOOLS WITHIN THE DIOCESE OF ROCHESTER

CHANGES TO PUBLISHED ADMISSION NUMBER (PAN)

SUGGESTIONS FOR SHORT IMPACT ANALYSIS

The Rochester Diocesan Board of Education strongly encourages the governing body of its Church schools to conduct a short impact analysis on the potential impact of any changes to the Published Admissions Number (PAN).

Governing Bodies may wish to reflect and consider the following suggestions and questions as part of their impact analysis:

1. Plot the addresses of current pupils (by postcode) onto an Ordnance Survey map and mark the boundaries of the school's catchment area and/or parish boundaries.
 - What do you notice about the current distribution of pupils attending the school?
 - Is there a pattern to the geographical distribution of pupil's addresses?
 - Highlight any areas where there appears to be a cluster or large amount of children already attending the school.

2. Plot the addresses of new pupils who will join the school in the next academic year (by postcode) onto an Ordnance Survey map and mark the boundaries of the school's catchment area and/or parish boundaries.
 - Compare and contrast the distribution of existing pupils' home addresses and the distribution of new pupils' home addresses.
 - What do you notice about the distribution of new pupils who will be attending the school in September?
 - Highlight any areas where there appears to be a cluster or large amount of children already attending the school.

3. Look at the 3 year trend in the allocation of school places when broken down into 1st/2nd/3rd preferences.
 - Is the number of applications increasing/decreasing/stable year on year in all three categories?
 - Compare the number of applications in each of the last three years with the actual number of places allocated by the school
 - Did the school operate a 'waiting list' over this three year period and if so, how many children were allocated places within the school after the September start date?

4. Consult with neighbouring Church and Community schools within a 10 mile radius of your school.
 - Share your proposed change of PAN and dot-maps with the other schools
 - Discuss what impact will the proposed change in PAN have to the patterns of their admissions

- Can the schools share any evidence of what they think the likely impact will be on their admissions and sustainability in the short/medium/long term?
- On what information have the other schools based their evidence?
- Is the information accurate, reliable and robust?

5. For Voluntary Aided (VA) Church Schools only:

Consider the current over-subscription criteria for your school:

- If you revised your over-subscription criteria and changed the proportion of Church-based and community places, what impact would this have?
- Has the governing body considered implementing a quota for Church based places based on a percentage of the total number of places?
- What impact would this have?

6. What impact will a change in the PAN have on your own school?

Have you considered the impact on the following areas:

- Class sizes
- Leadership capacity – line management?
- Staffing Structure – will a re-structuring be required or more staff needed?
- School infrastructure including toilet facilities, dining rooms, classroom size
- Drop off and collection arrangements

7. Consultation requirements for all Church schools

Have you consulted the following groups/stakeholders on the proposed changes to PAN?

Group/Stakeholder	Tick (✓)
The Local Authority (VC schools need the permission and agreement of the LA)	
The Diocesan Board of Education	
Local Parish Church and Clergy	
Neighbouring Schools within the LA district or within a 10 mile radius	
School Staff (and unions if a re-structuring process is required)	
Governing Body	
Parents	
Pupils	
Local Community	

Can the governing body demonstrate that you have actively considered the impact of the change in PAN for your school on all these groups?

8. Responsibility of the Governing Body

- The Governing Body is responsible for considering the responses of the consultation and the results of the impact analysis.
- How has the Governing body demonstrated that it has considered all the evidence and responses thoroughly and carefully?
- Has this discussion been minuted as part of a full Governing Body meeting?
- Have a summary of this discussion been shared with staff/parents/local community?