

CHANGING THE PUBLISHED ADMISSION NUMBER (PAN)

INTRODUCTION

This guidance is designed for Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools within the Diocese of Rochester that fall under the DBE Measure (1991).

This guidance should be read in conjunction with the RDBE's own guidance for admission and the School Admissions Code (2014) which can be found here: <http://www.rdbe.org.uk/governance/admissions-guidance>

All Church schools must consult with the Diocesan Board of Education and seek its agreement before making changes to their Admissions arrangements, oversubscription criteria or a change in the Published Admissions Number (PAN).

PUBLISHED ADMISSIONS NUMBER (PAN)

The School Admissions Code (2014) defines the Published Admissions Number (PAN) and the statutory requirements which relate to the PAN in Section 1. This can be found in appendix 1 of this document.

The PAN is a public statement of the number of school places available for each cohort or year group of children within your school. It is published by the Department of Education and Local Authority and is widely available to provide relevant, accurate information to parents and other stakeholders.

The School Admissions Code (2014) states that all maintained schools must consult with the Local Authority if they wish to change to their PAN.

Where schools or academies act as their own Admissions Authority, consultation with the Local Authority and in the case of a Church of England Voluntary Aided or Foundation school, the Diocesan Board of Education, is still a requirement although the Local Authority does not have the power to prevent the change to the PAN providing it has been consulted.

For Church schools, the Diocesan Board of Education, as the Diocesan Authority for its Church schools must give its consent before the PAN can be changed.

CHANGING THE PAN

Before coming forward with a proposal to change the PAN, Church schools are strongly recommended to explore the implications for such a change as sometimes there are unintended consequences that are not always obvious especially if a change in the PAN has not been proposed by the school before.

In the first instance, the Headteacher or the Chair of Governors should always contact the Diocesan Director of Education (DDE) to discuss these proposals and the rationale for any change. This initial contact does not replace the requirement for the consultation with the Diocesan Board of Education, although the Director will give an indication on whether such proposals will be acceptable to the DBE.

After exploring with the Director of Education, governing bodies should consider the following points:

If the PAN is increased, then normally the school will receive increased revenue funding for the additional pupils that it will offer places to in each year group. This additional funding is often offset by the need for the school to upgrade or improve its infrastructure and resources (for example toilet facilities, dining areas, classroom sizes) so additional funding should not be seen as the primary motivation for increasing the PAN.

Likewise, if a reduction in PAN is being proposed, this will reduce the amount of revenue funding available to the school and could threaten the financial viability of the school particularly if there are contracts commitments in place for the school staff.

APPENDIX 1

1.2 As part of determining their admission arrangements, all admission authorities **must** set an admission number for each 'relevant age group'

1.3 Own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. For a community or voluntary controlled school, the local authority (as admission authority) **must** consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities **must** consult in accordance with paragraph 1.42 below where they propose a decrease to the PAN. Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator **must** have regard when considering any such objection.

1.4 Admission authorities **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it **must** notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively. Admission authorities may also admit above their PAN in-year.

1.5 Any admissions above the PAN as set out in paragraph 1.4 above will not constitute an increase to the PAN¹⁴. Information on variations to the PAN in-year is set out in paragraph 3.6 of this Code.