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STEP CEO: Mr M Ducker OBE  
 STEP Deputy CEO: Mr P Glover

Dear all,

9 November 2020

**Proposed change to the admissions arrangements for Tudor Academy (the ‘Academy’), part of STEP Multi Academy Trust (‘STEP’) for entry in September 2022**

STEP is the Admission Authority for all of the academies in our Trust.

We, the STEP Board of Trustees, are proposing to make a change to the Academy’s admissions arrangements for entry in September 2022 and are seeking your feedback in respect of the proposed change in line with the Admissions Code of Practice 2014 (the ‘Code’).

What is this consultation about?

We are consulting on making the following change to the admissions arrangements for the Academy:

- Reduce the Academy’s Published Admissions Number (‘PAN’) from 90 to 60, moving from a 3 Form Entry to a 2 Form Entry school.

The Academy has a PAN set at 90 and we expected to see a corresponding demand for pupil places. However, for a number of years, the actual intake has fallen well short of the PAN and anticipated demand from housing developments and so forth as estimated by the Local Authority has not materialised. We are not confident that the situation will change in the foreseeable future, and therefore it is in the best interests of the community and pupils at Tudor to have a provision more closely aligned with presenting need.

Academy pupil numbers have been significantly below the Academy’s existing PAN of 90 for a number of years, as demonstrated in the below table:

Year	PAN	Number of children allocated/forecast a place	Difference between PAN and number of children
Up to 2019/2020	90	63 on average	27 on average
2020/2021	90	72	18
2021/2022	90	46 (forecast based on Nursery admissions)	44 (forecast based on Nursery admissions)

Therefore, in order to ensure the financial viability and future of the Academy, a reduction in PAN is required as soon as possible. This is because all infant classes are allowed a maximum of 30 pupils. However, the Academy still has to employ enough staff for 3 classes if we receive more than 60 applications, even if the number of pupils in the third class is significantly below 30. This has a significant impact on the Academy’s finances. Without this reduction in PAN, there will be a heavy financial burden on the Academy to provide classes for small numbers of children which may also inadvertently have a detrimental effect on the school experience for our pupils.

As a result of the above, we propose a reduction to the Academy's PAN, subject to the outcome of this consultation.

### Proposed arrangements

The Academy's proposed Admission Policy for entry in September 2022 and accompanying documents are available on the Academy website and on the STEP Academy Trust website: <https://www.stepacademytrust.org/admissions/>

For a paper copy of the arrangements or if you have any questions relating to this consultation, please contact the Trust directly - [admissions@stepacademytrust.org](mailto:admissions@stepacademytrust.org).

### Who is involved in the consultation?

We will be consulting with various groups in accordance with the Code; to include:

- parents of children in the locality of the Academy between the ages of two and eighteen;
- other persons in the area who in the opinion of STEP have an interest in the proposed arrangements;
- all other admission authorities within the local area;
- the local authority; and
- any adjoining neighbouring local authorities.

### When is the consultation?

The consultation period will open on **9<sup>th</sup> November 2020 and will end on 21<sup>st</sup> December 2020.**

If you would like to comment on the consultation, you must submit your response during this period.

### How to participate in this consultation

Written feedback can be sent in the following ways:

- by email to: [admissions@stepacademytrust.org](mailto:admissions@stepacademytrust.org). Please note 'Tudor Academy Admissions Consultation 2022/2023' in the subject header.
- by letter addressed to: Company Secretary, STEP Academy Trust, Gonville Road, Thornton Heath, Surrey, CR7 6DL.

All responses received by the end of the consultation period will be carefully considered, further to which, we will; decide on the Academy's admission arrangements for the school year 2022/2023, notify you and all appropriate bodies of the outcome, and publish the new admission arrangements on the Academy website by 15 March 2021.

If you would like this document in a different format or if you have a question about any aspect of these arrangements, please contact [admissions@stepacademytrust.org](mailto:admissions@stepacademytrust.org) or write to: Company Secretary, STEP Academy Trust, Gonville Road, Thornton Heath, Surrey, CR7 6DL.