

Public Consultation Document:

Proposal to Reduce the Published Admission Number (PAN)

Date issued:

Consultation Period: Monday 5th October to Friday 13th November

Proposing Authority: Westfield Academy Trust Board

Target Implementation: Academic Year 2028/29 (September 2028 Intake)

1. Executive Summary

The Westfield Academy Trust Board, as the admissions authority for the academy, is issuing this formal consultation document to invite feedback on a proposal to reduce the school's Published Admission Number (PAN) for Year 7 entry from **240 to 210**, commencing in September 2028.

In accordance with the statutory *School Admissions Code*, admission authorities must consult publicly when proposing a reduction in PAN. This document sets out the background, rationale, potential impact, and details on how stakeholders can submit their views.

2. Context & Background

Westfield Academy currently has a Published Admission Number (PAN) of 240, which equates to an intake of 8 forms of entry (30 pupils per class). In recent years, local demographic shifts have resulted in a falling primary roll across the catchment area, leading to lower overall demand for secondary school places across the local authority region. Current¹ student numbers are;

Year 7	234 - 6 below PAN
Year 8	233 - 7 below PAN
Year 9	219 - 21 below PAN
Year 10	225 - 15 below PAN
Year 11	228 - 12 below PAN

3. Rationale for the Proposed Reduction

The decision to propose a reduction from 240 to 210 (7 forms of entry) is based on the following key operational and educational considerations:

- **Demographic Trends & Reduced Local Numbers:** Local demographic data indicates a

¹ Sept 2026

sustained decrease in the number of primary age children moving through to secondary education over the coming years. This is evident in all year groups being below PAN. (As per Section 2 above)

- **Financial Sustainability & Resource Management:** Schools receive funding primarily on a per-pupil basis. Operating with significant unfilled places creates financial inefficiency, as staffing and resource costs must still be maintained. Aligning the PAN closer to actual demand ensures a stable, sustainable budget to protect curriculum breadth and staffing levels.
- **Effective Staffing & Curriculum Planning:** A PAN of 210 allows the academy to structure classes efficiently into 7 full form groups of 30 pupils, rather than running multiple under-subscribed classes, ensuring optimal staff-to-pupil ratios and high standards of teaching and learning.
- **Impact on Existing Pupils:** Reducing the entry PAN for future Year 7 intakes will have zero impact on pupils currently enrolled in the academy or those admitted in earlier academic years.

4. Summary of Proposed Changes

Aspect	Current Arrangement	Proposed Arrangement
Published Admission Number (PAN)	240 pupils	210 pupils
Forms of Entry (FE)	8 classes (30 per class)	7 classes (30 per class)
Implementation Year	N/A	September 2028 Intake onwards
Oversubscription Criteria	Unchanged	Unchanged

5. Consultation Timetable

The consultation will run for a **minimum of 6 weeks** in accordance with the School Admissions Code timetable:

Milestone	Date
Consultation Opens	Monday 5th October 2026
Consultation Closes	Friday 13th November 2026
Trust Board Consideration of Feedback	Wednesday 16th December.

Milestone	Date
Formal Determination of PAN	By 28 February 2027
Publication of Final Policy	By 15 March 2027

6. How to Provide Feedback

We welcome responses from parents, local residents, neighbouring schools, local authorities, and any other interested parties. Please submit your comments or questions using any of the following methods:

- **Online Form:** [Please use the link to respond](#)
- **Email:** Send your representations to consultation@westfield.academy with the subject line "*PAN Reduction Consultation Response*".
- **Post:** Address written responses to: *PAN Consultation, Headteacher, Westfield Academy, Tolpits Lane, Watford WD18 6NS*

Deadline: All responses must be received by **5:00 PM on Friday 13th November**