



El Mayhew
Corporate Director - Children and Young People's Service

Your ref:

Amanda Fielding
Assistant Director, Education and Inclusion
County Hall, Northallerton
North Yorkshire, DL7 8AE

Our ref: LH/NH

Contact: Lisa Herdman

Tel: 01609 534953

4 September 2026

E-mail: lisa.herdman@northyorks.gov.uk

Web: www.northyorks.gov.uk

To: All Primary and Secondary Headteachers of Community & Voluntary Controlled Schools

Dear Colleague

PRE- ADMISSION ARRANGEMENTS PAN CONSULTATION 2028/29

The Council will be undertaking consultation in respect of the school admission arrangements for all community and voluntary controlled (VC) schools for the academic year 2028/29 during October / November 2026, prior to the consideration of proposals for the arrangements by the Full Council at its meeting on 17 February 2027.

School admission arrangements are determined in accordance with the DfE's School Admissions Code, a copy of which can be accessed via the following link: - [School admissions code 2021](#)

This letter is being sent to invite your comments upon the proposed Published Admission Number (PAN) for your school for the academic year 2028/29 and will inform the consultation exercise that is to be undertaken.

I would be grateful if you could respond to this consultation by no later than **25 September 2026** utilising the standard form that was sent with this letter.

Ideally, this response should be discussed by the school's Governing Board. However, I recognise that this would be difficult within the proposed timescales and, therefore, the view of the Chair of the Governing Board and the Headteacher will suffice.

Published Admission Number 2028/29

The proposed published admission numbers have been set in line with the DFE net capacity guidance using the schedules and calculations included in the DFE capacity assessment forms and, also, forecast pupil numbers. We are aware of building projects and try to ensure that schools' capacity assessments and / or funding agreements are as up to date as possible. Please note any planned building works at your school on the response form.

The governing board of community and voluntary controlled schools, for whom the local authority is the admission authority can make representations to the council to vary their PAN, by providing written details of their proposal on the form provided. Please ensure that you consider class organisation, accommodation issues and the infant class size limit regulations (for schools with 5, 6 and 7 year olds in attendance) before responding to this consultation. **If you have any queries in respect of infant class size regulations, please contact me to discuss these prior to submitting your response.**

Year 12 Admission Numbers

Where appropriate, the enclosed response form includes a proposed Year 12 admission number for September 2027. The Year 12 admission number refers to the **minimum number of external candidates to be admitted to the school for the first time** and does not include pupils transferring from the school's own Year 11 cohort. It is acceptable to exceed this minimum number if demand for courses can be met.

Should you wish to discuss any proposed change to your school's PAN for 2028/29 or admission above PAN for September 2027 or any other issues relating to admission arrangements please contact the Strategic Planning Officer indicated on the response form.

Thank you for your assistance with this matter.

Yours sincerely

Lisa Herdman

Lisa Herdman
Lead for Admissions