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To: All Primary and Secondary Headteachers of Voluntary Aided, Academy, Foundation and Free Schools

Dear Colleague

PRE- ADMISSION ARRANGEMENTS PAN CONSULTATION 2028/2029

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 2028/2029 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](#).

Although, the determination of admissions arrangements for Voluntary Aided, Foundation, Trust schools and Academies is a matter for the schools' governing bodies as the admission authority for the school, the council has provided details of the published admission numbers indicated by the net capacity assessments/funding agreements and forecast pupil numbers to assist them with that.

This letter is being sent to invite your comments upon the proposed Published Admission Number (PAN) for your school for the academic year 2028/2029 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.

OFFICIAL

Published Admission Number 2028/2029

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

Please ensure that you consider class organisation and accommodation issues and 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 suggested Year 12 admission number for September 2028. 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.

Voluntary Aided, Foundation, Trust Schools and Academies

The School Admissions Code (the Code) 2021 introduced some changes to the determination of admission arrangements including PAN's. For ease of reference I have set out below the relevant paragraphs from the code.

Section 1: Determining Admission Arrangements:

1.1 Admission authorities are responsible for admissions and must act in accordance with this Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

1.2 Published Admission Number (PAN) - 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 1.45 (Admissions Code) 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 through in-year admissions.

The PAN only applies to the relevant age group. This means that Admission Authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or the efficient use of resources.

1.5 Any admissions above the PAN as set out in paragraph 1.4 above will not constitute an increase to the PAN. Information on variations to the PAN after admission arrangements have been determined for a particular school year is set out in paragraph 3.6 of the Admissions Code (2021).

With reference to paragraph 1.4 above please give some thought to the position your governing body may wish to take for the 2027/2028 admissions round. May I suggest that you discuss this issue with your governors at an early stage and if you decide that you would wish to admit above PAN for September 2027 you advise us in good time.

Own Admissions Authorities particularly newly converted academies may wish to use the link below to access the current school admissions code for full details of the admission arrangements consultation process. [School admissions code 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92521/school-admissions-code-2021.pdf)

Relevant Areas

The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 (SI 1999 No. 124) require local authorities to determine relevant areas for consultation on admission arrangements. The Relevant Areas for schools maintained by North Yorkshire County Council are as follows:

For Community and Voluntary Controlled Schools, the Relevant Area is the entire County of North Yorkshire, plus the City of York and the area of Bradford Metropolitan Authority served at secondary level by South Craven School.

For Voluntary Aided, Foundation, Trust Schools and Academies the relevant area for consultation is North Yorkshire County Council and admission authorities within a radius of 3 miles of the school, including admission authorities in neighbouring local authority areas. It is proposed that relevant areas for consultation remain unchanged.

May I remind all own admission authorities that even if you are not proposing any changes to your admission arrangements for 2028/2029 your governing body/academy trust must determine the admission arrangements for 2028/2029 by 28 February 2027.

Should you wish to discuss any proposed change to your school's PAN for 2028/2029 or admission above PAN for September 2027 or any other issues relating to admission arrangements please do not hesitate to contact me.

A response form regarding the 2028/2029 published admission number proposed for your school is attached. Please complete and return this as soon as possible, bearing in mind the closing date of 25 September 2026.

Many thanks for your assistance.

Yours sincerely

Lisa Herdman

Lisa Herdman
Lead for Admissions