**Consultation on Admissions Arrangements for St Joseph’s Catholic Primary School, Birkenhead, for admission in September 2023.**

Dear Consultee,

St Joseph’s Catholic Primary School, Birkenhead, is proposing to reduce its PAN (Planned Admissions Number) from 60 to 30 with effect from September 2023

**List of consultees**

* Diocese of Shrewsbury
* Parents of Years F2 – Y6
* Wirral Admissions Authority
* All Wirral Primary Schools
* All Wirral Secondary Schools
* All other interested parties through the School Website

**Consultation period**

Consultation will take place for 6 weeks from 12 noon Friday 17th December 2021 to 12 noon on Friday 28th January 2022.

**Consultation details**

The Governing Body of St Joseph’s Catholic Primary School, Birkenhead, invite you to take part in the consultation of the admissions arrangements for the school for admissions in September 2023.

Details of the consultation are as follows:

**1. Executive Summary**

1.1 It is proposed to reduce St Joseph’s Catholic Primary School’s Planned Admission Number (PAN) to 30 to reflect local pupil demand.

1.2 Reducing the PAN will assist the Governing Body in providing stability to their long-term planning while continuing to provide an appropriate number of places for future pupil numbers living in the surrounding area.

**2. St Joseph’s Catholic Primary School, Birkenhead Details**

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| --- | --- |
| Establishment Number | 146088 |
| URN | 344/2004 |
| Address | St Joseph’s Catholic Primary School,  Woodchurch Road, Oxton, CH43 5UT |
| Current Published Admissions Number (PAN) | 60 |
| Current Reception Year intake | 30 |

**3. Proposal Details**

3.1 St Joseph’s Catholic Primary School proposes to reduce its PAN from 60 to 30. This reflects requirements for Catholic school places in the local area.

3.2 The school’s 2021 F2 intake is 31, demonstrating surplus capacity which is becoming a trend, given the last 3 years’ intake numbers.

**4. Rationale**

4.1 The current PAN is higher than local demand for Catholic school places. Reducing the PAN will enable the school to meet local demand and reconfigure costs to reflect intake.

4.2 It is expected that the school will remain undersubscribed, with a PAN of 60, for the foreseeable future, based on Wirral projections.

4.3 The purpose of the proposed reduction is to bring the admission capacity more in line with the actual number of pupil intake. The PAN could be increased in the future if local demand for places increases to a level which exceeds the proposed new PAN.

**5. Prejudice to the provision of efficient education and efficient use of resources**

5.1 The reduced PAN will enable the school to reconfigure its spend to match funding levels to ensure financial sustainability. Without a PAN reduction the school could run significant and persistent deficits which could risk the financial sustainability of the school.

5.2 A PAN of 30 has been modelled to be financially optimum in terms of efficient timetabling and resource allocation. This will enable the school to deploy its resources most efficiently in targeting educational outcomes.

**Responding to the consultation**

The consultation closes at 12 noon on Friday 28th January 2022.

Any responses received after noon on 28th January 2022 will not be considered during the determination of the final decision.

All responses must be addressed to the Chair of Governors, Mrs C McNicholas, either by email at schooloffice@stjosephs-birkenhead.wirral.sch.uk or in writing using the school address.

**Determination and publication**

After the end of the consultation process, the Governing Body for St Joseph’s Catholic Primary School, Birkenhead, will consider each of the consultation responses received by the deadline. The outcomes of the consideration(s) will be published on the school website and the final admissions policy will be sent to the Local Authority and published on the school website in compliance with the School’s Admissions Code 2021.

Yours Faithfully,  
Mr A Turner

Headteacher St Joseph’s Catholic Primary School

Mrs C McNicholas

Chair of Governors St Joseph’s Catholic Primary School

Mr S Jevons

Executive Head Holy Family Catholic Multi Academy Trust