

Kelvedon Hatch Community Primary School

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Headteacher: Miss V. Townsend

17 July 2025

To whom it may concern,

I am writing to notify you of a proposed reduction to the Published Admission Number (PAN) for our Reception cohort starting in September 2026 at Kelvedon Hatch Community Primary School, part of Discovery Educational Trust.

In accordance with the School Admissions Code and further guidance received from the Department for Education (DfE), it is a requirement for all admission authorities to notify key stakeholders prior to any in-year changes in PAN. The stakeholders for this notice include parents and carers of children between the ages of 2 and 18, all admission authorities within the relevant area, our staff, the Essex Local Authority, any adjoining neighbouring Local Authorities, and other individuals in the local area, who may have an interest in the proposed admission arrangements.

The specific proposal is to reduce our Reception PAN from 30 to 15, effective 1 September 2026. This adjustment means that the maximum number of places available for pupils in the new Reception cohort for the 2026/27 academic year will be set at 15.

The proposed reduction is underpinned by the current pupil place planning projections provided by the Essex Local Authority.

Kelvedon Hatch Community Primary School remains committed to monitoring the demand for places within the communities it serves and will respond appropriately in collaboration with the Essex Local Authority as circumstances change.

You are welcome to provide feedback further to this notification. A copy of this letter will be available on our school website. Stakeholders are invited to submit their feedback via email to office@kelvedonhatch.essex.sch.uk, using the title "KHCPs PAN Notification".

Thank you for your attention to this important matter. Your feedback is invaluable to us.

Yours sincerely,

Miss Victoria Townsend
Headteacher
Kelvedon Hatch Community Primary School

