**Planned Admission Numbers 2016/17**

Primary and Secondary Schools

(Excluding Nursery and Special Schools)

**1. Introduction**

1.1 The County Council, as Admissions Authority, is responsible for setting annual Planned Admission Numbers (PAN) for community and Voluntary Controlled schools – where a change is proposed this must be done in consultation with governing bodies and other stakeholders including parents.

1.2 Voluntary Aided Schools, Foundation schools and Academies are their own Admission Authorities and are responsible for setting their own PANs. Where an increase is proposed these schools must notify the Local Authority and place a notice on their website to confirm the decision. Where a reduction is proposed this must be done in consultation with the County Council and other stakeholders including parents (this must be included with any other proposed admission changes on schools’ websites with an explanation of how to comment on the proposal and should also be included in a communication to parents and feeder schools to highlight the proposal).

1.3 We are consulting schools electronically via the Norfolk Schools website for the proposed Planned Admission Numbers for the 2016/17 academic year. Academies and the Trusts that oversee them will also be contacted directly via e-mail.

**2. Feedback is required by 27 February 2015**

2.1 Please use the feedback form on the Norfolk Schools website to let us have your agreement or disagreement to the PAN and any comments on the proposal by 27 February 2015.

2.2 The agreement of the governing body to the PAN should be minuted at a full meeting, which can be done subsequent to the feedback being submitted if required.

2.3 The consultation page for your school can be accessed via www.schools.norfolk.gov.uk

You will be required to log in to ‘My School’ to access the feedback page.

2.4 The ‘Admissions Number consultation for 2016/17’ is in the ‘Buildings’ sub-section listed on the left hand side of the page. The form includes the Admission Number previously set for 2015/16 and the proposed admission number for 2016/17 with reasons for any proposed changes.

2.5 There is also a link on this page to view a list of proposed PAN’s for all schools, the ‘allschoolssummary’.

2.6 In the case of Community and VC schools, if we do not hear from you by 27 February 2015, your agreement to the proposed admission number will be assumed.

**3. County Council Contacts**

Please do not hesitate to contact us if you have any queries or wish to discuss the admission number:

Chris Harrison, Information Officer, Children’s Services, Bay 10: 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DL

Tel. No. 01603 222353

Jane Blackwell, Place Planning Manager, Children’s Services, Bay 10: 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DL

Tel. No. 01603 222287

Or you can Email your enquiry to chris.harrison@norfolk.gov.uk or jane.blackwell@norfolk.gov.uk

Thank you for taking the time to complete this process.