

20th October 2022



SAFFRON ACADEMY TRUST

CONSULTATION ON THE PROPOSED TEMPORARY REDUCTION OF THE PUBLISHED ADMISSION NUMBER (PAN) FOR THE PRIMARY PHASE OF HELENA ROMANES SCHOOL FOR 2023-24 AND 2024-25;

CONSULTATION ON THE PROPOSED CHANGE IN OVERSUBSCRIPTION CRITERIA PRIORITY FOR SIBLINGS, CHILDREN OF STAFF AND THE ADDITION OF PRIORITY FOR CHILDREN OF ARMED FORCES FOR 2024-25

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Chief Executive:
Ms Caroline Derbyshire

Proposal to temporarily reduce the PAN of the primary phase of the Helena Romanes School's primary phase from 60 to 30 children for the academic years 2023-24

Academy Trust and School details

The proposer is Saffron Academy Trust.

This proposal relates to Helena Romanes School, Parsonage Downs, Dunmow, Essex, CM6 2AU (the 'School').

Objections and comments

Objections and comments regarding this proposal should be sent via email to: Ms C Derbyshire (CEO) at kathleenhutchinson@saffron.academy. Consultation responses should be sent either electronically to this email address, or posted to Ms C Derbyshire (CEO), Saffron Academy Trust, c/o Saffron Walden County High School, Audley End Road, Saffron Walden, Essex CB11 4UH.

The consultation period will end on 1st December 2022 and all responses must be received by 23:59 on 1st December 2022.

General correspondence should be electronic only, addressed to: Ms C Derbyshire (CEO) at kathleenhutchinson@saffron.academy.

Background and reason for the proposed change

The Saffron Academy Trust (SAT) is requesting a variation of the PAN to the primary phase of the Helena Romanes School. The PAN is currently set at 60.

For the academic year 2023-24 the Trust is requesting that the PAN is reduced to 30. The PAN would increase back to 60 from the academic year 2025-26 onwards.

The request for this change is as a result of a major change in circumstances and is made with the full support of Essex Local Authority.

When the application for the significant change to Helena Romanes School was originally submitted in the Autumn of 2020, the Trust was working to achieve the Local Authority's aspirational timescale that would have seen the primary phase of the newly-built school ready for occupation in September 2021.

The new build project for the primary phase, while still on course, has been delayed and the Trust have since agreed with the Local Authority that the primary phase can operate from a temporary site on the school's existing premises for the next three years.

However, the size of the temporary buildings will not provide sufficient capacity for a PAN of 60 in 2023-24. In addition, Local Authority estimates indicate that there would be insufficient demand to admit beyond 30 students in 2023-24.

The request for the reduction in PAN is to protect the quality of education/provision of the primary phase if, for unforeseen reasons, there was a sudden increase in demand for places in 2023-24 which the temporary building would be unable to accommodate.

Consultation

Statutory requirements to consult in relation to this proposal are being complied with as per the Department for Education School Admissions Code.

A list of stakeholders who have been sent consultation packs inviting them to express their views can be found in Appendix 1 (see below).

Changes to the School's Admissions Policy

The request to temporarily reduce the PAN of the primary phase will require an amendment to the school's previously published Admissions Policy for the academic years 2023-2024. The amended policy, along with a copy of the previously published policy, are included within the consultation pack.

Appendix 1

Consultation Documents have been made widely available to:

Organisation	Job Title/Department (where applicable)
Essex County Council	Head of statutory and regulated services
Dunmow St Mary's Primary	Headteacher
Felsted Primary	Headteacher
Fritch Green Academy, The	Headteacher
Great Dunmow Primary	Headteacher
Great Easton CE Primary	Headteacher
Stebbing Primary	Headteacher
Rodings Primary	Headteacher
Great Bardfield Primary	Headteacher
Helena Romanes School	All Parents & Carers
Helena Romanes School	Website
Saffron Academy Trust	Website
All Essex primary and secondary schools	

Proposal to temporarily reduce the PAN of the primary phase of the Helena Romanes School's primary phase from 60 to 30 children and change the oversubscription criteria priority for siblings, children of staff and the addition of priority for children of armed forces for the academic year 2024-25.

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Change of Oversubscription Criteria

As the school is now a 4 - 18 school, we propose to change the oversubscription criteria of children with a sibling attending the school, from priority 3 to priority 2 to ensure that siblings are not split across different schools.

Proposal to change oversubscription criteria of children of staff from priority 4 to priority 3 to aid recruitment and retention of staff.

Proposal to add oversubscription criteria of children of armed forces (service premium) to priority 5 is in response to the letter received from Cllr Tony Ball in May 2022

Consultation

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