



I am writing to request the following information under the Freedom of Information Act 2000.

1. PAN Consultation Document

A copy of the Published Admissions Number (PAN) consultation document for school admissions in the academic year 2026/27 co-ordinated or issued by the local authority on behalf of schools.

2 consultations on school PANs were coordinated by the local authority for the academic year 2026/27.

The consultations were for:-

Marsh Green Primary School – Consultation from the local authority as the school's admission authority. See attachment 1.

Hawkley Hall High – Consultation coordinated by the local authority on behalf of the school's trust. See attachment 2.

2. Meeting Minutes or Papers

Copies of any meeting agendas, minutes, notes, or briefing documents from internal or external meetings where PANs for 2026/27 were discussed, revised, or approved. This includes any documentation from:

- Education or school planning teams
- School place planning boards or panels
- Cabinet or committee discussions

Follow the link below to the report proposing the PAN reduction for Marsh Green Primary School –

[Decision - School Place Planning Strategy](#)

Follow the link below to the report approving the PAN reduction for Marsh Green Primary School –

[Decision - Determination of admission arrangements 2026-27: Community and voluntary controlled schools](#)

3. Correspondence with Schools

Copies of emails, letters, or briefings sent to schools within the local authority relating to:

- The PAN consultation process for 2026/27
- Any proposed or confirmed changes to PANs
- Requests for school views, responses, or feedback

Documents sent to schools –

Attachment 3 – Information provided to Governor Services for inclusion in Governor/Trust agendas for the spring term 2024.

Attachment 4 – Information provided to Governor Services for inclusion in Governor/Trust agendas for the autumn term 2024.

Attachment 5 – Information sent to community secondary schools.

Attachment 6 – Information sent to community and voluntary controlled primary schools.

Attachment 7 – Information sent to Church of England schools (both maintained and academy).

Attachment 8 – Information sent to non-faith academy and foundation schools.

Attachment 9 – Information to Wigan schools to give details of which schools are proposing changes to their admission arrangements (including PANs) and requesting views/responses/feedback.

Consultation on Marsh Green Primary School's Admission Arrangements for Academic Year 2026-27

Marsh Green Primary School is a community school which means the local authority (LA) is the admission authority for the school.

The LA is currently consulting on a reduction to the admission number for Marsh Green Primary School from 45 pupils to 30 with effect from Reception Class entry in September 2026.

Reason for the proposed reduction

The LA has a statutory duty to ensure the sufficiency of school places in their area. This involves managing the supply and demand for school places across the Borough.

To meet this duty, the LA produces and maintains pupil projection information which enables us to forecast how many school places we will need in the future. Pupil forecasting involves grouping schools into smaller areas (planning areas) because different areas of the Borough have different demands for school places. For example, some areas of the Borough have several large housing developments planned whereas others do not. Housing developments are one of the key factors considered when managing the future supply and demand of places. Other factors taken into account include live birth data; pupil migration; and parental preference trends.

Following a review of all planning areas, current pupil projections suggest that demand for primary school places will decrease over the coming years within the planning area where Marsh Green Primary School is located. This is mainly due to a decrease in births and no large-scale housing developments planned for this area of Wigan in the foreseeable future.

To manage the supply and demand for school places in this planning area, we propose that Marsh Green Primary School reduce its admission number from 45 to 30.

It should be noted that any reduction will be carefully monitored and, should the need for more places arise in the future, the school's admission number can be returned to 45 or 60.

The LA is not proposing any changes to the school's oversubscription criteria and are only seeking comments on the proposed reduction to the school's admission number at this time.

If you have any questions about the school's proposed admission arrangements, please contact [REDACTED] at consultation@wigan.gov.uk

Consultation on proposed changes to Hawkley Hall High School's Admission Policy for 2026-27

The Rowan Learning Trust are consulting on a proposed change to the admission policy of Hawkley Hall High School for 2026-27.

To address the declining birth rates across Wigan, Hawkley Hall High School as part of the Rowan Learning Trust, are proposing to reduce the PAN from 230 to 216. This has been done using the average school number of places that will be available from the information currently available about Wigan primary school students. Reducing numbers to 216 will result in the minimum impact on the staff workforce, will support other school PANs across the borough and will ensure that we can continue to provide the best quality of education for the children of Wigan.

The Trust is not proposing any other changes to the school's admission arrangements and is only seeking comments on the proposed reduction to its admission number. If you have any questions about the school's proposed admission arrangements, please contact [REDACTED] at the school on [REDACTED]

Admission Arrangements for the 2026-27 Academic Year – Voluntary aided, foundations schools and academies

All own admission authority schools should have determined their admission arrangements for 2025-26 and sent a copy to the Local Authority. Schools should currently be displaying the following admission arrangements on their website -

2023-24 (these can be removed at the end of this academic year)

2024-25

2025-26

The School Admissions Code 2021 available online at <http://www.education.gov.uk> states that admission authorities must consult on their admission arrangements if they:

- Are proposing a decrease in the admission number for 2026-27
- Are proposing a change to their oversubscription criteria for 2026-27
- Have not consulted on their admission arrangements in the last 7 years.

The statutory timetable for consultation and determination is as follows:

- Proposed changes to admission arrangements must be consulted on for a period of 6 weeks.
- Consultation for 2026-27 must be carried out by 31 January 2025.
- Admission arrangements for 2026-27 must be determined by 28 February 2025.

If the Governing Board/Trust wishes to propose any changes to their admission arrangements for 2026-27 they must begin to consider this during the summer term 2024 as the LA will contact all schools at the beginning of the Autumn term and responses will be required, the end of October 2024.

Admission arrangements will not be legal if the consultation and determination process is not carried out.

Falling birth rates and how this may affect your school.

A reduction in the birth rate means that, overall, surplus places are increasing. To minimise the impact of this on school budget positions, admission authorities can help by reducing the school's admission number (PAN). The local authority may also approach you directly if we feel that a reduction is required in your area.

A reduction in PAN can help schools to prepare for falling rolls by reducing staffing in advance and can lead to healthier pupil numbers at other local schools.

For example, a school with a PAN of 60 may only be allocated 40 pupils. This means 2 class teachers will be required which could be a financial burden if the per pupil funding doesn't match staff salaries. If the school reduced its PAN to 30, it would not require as many staff which would ease financial pressures and the remaining 10 pupils will be picked up by other local schools which in turn reduces their surplus places.

A number of primary schools have already reduced their PANs for Reception Class entry for September 2024 and others are seeking to do so for following years. However, all schools should consider their own position based on the projections provided to schools. If the projections are much lower than your PAN, schools are strongly advised explore the possibility of a PAN reduction to protect their financial position for future years.

As the impact of falling rolls does not affect all areas or schools, if you are considering reducing your PAN, I would be grateful if you could let us know so we can assess whether a reduction in PAN for your school's planning area would impact on our statutory responsibility to ensure there are sufficient places.

Actions for you to consider – how the impact of falling rolls may affect your school and what admission authorities should take into account.

For further information contact [REDACTED] [REDACTED]
[REDACTED]

For Information

Community and voluntary controlled schools - We will send details of the admission arrangements the Local Authority (as admission authority) proposes for 2026-27 at the beginning of the Autumn Term 2024.

Church of England schools – The School Admission Code 2021 highlights for Church of England schools that –

‘Church of England schools must, as required by the Diocesan Boards of Education Measure 1991, consult with their diocese about proposed admission arrangements before any public consultation.’

In line with this requirement please ensure that you consult with your diocese prior to instructing the Local Authority to carry out any public consultation.

All Schools - Co-ordinated admission schemes - The Local Authority must consult on and secure agreement to the primary and secondary co-ordinated admission schemes for main intake for 2026-27.

We will consult all schools on the proposed schemes at the beginning of the Autumn Term 2024.

For further information contact [REDACTED] [REDACTED]
[REDACTED]

Admission Arrangements for the 2026/27 Academic Year (all schools)

The School Admissions Code 2021 (the Code) is available online at <https://www.gov.uk/government/publications/school-admissions-code--2> states that admission authorities must consult on their admission arrangements (including any supplementary information form) if they:

- Are proposing a decrease in the admission number for 2026/27
- Are proposing a change to their oversubscription criteria for 2026/27
- Have not consulted on their admission arrangements in the last 7 years.

The consultation period must last a minimum of 6 weeks and must be carried out by **31 January 2025**. Admission arrangements for 2026/27 **must** be determined by **28 February 2025**.

Admission arrangements will not be legal if the consultation and determination process is not carried out. Admission authorities must still go through the determination process even if they haven't consulted.

Community and voluntary controlled schools –

We will send details of the admission arrangements the Local Authority (as admission authority) proposes for 2026/27 no later than the end of September 2024.

Recommendations:

1. Governing Boards/Trusts should:

- **Voluntary aided, foundation schools, free schools and academies** – consider their admission arrangements for 2026/27. Admission authorities must ensure that their admission arrangements comply with the mandatory provisions of the School Admissions Code 2021. The Local Authority has a duty to refer unlawful admission arrangements to the Office of the Schools Adjudicator.
- If they wish the local authority to carry out the consultation on their behalf, send details of their proposed admission arrangements for 2026/27 by email to consultation@wigan.gov.uk, **no later than 31 October 2024**.
- **Church of England schools** – The School Admissions Code 2021 highlights for Church of England schools that –
'Church of England schools must, as required by the Diocesan Boards of Education Measure 1991, consult with their diocese about proposed admission arrangements before any public consultation.'
In line with this requirement please ensure that you consult with your diocese prior to instructing the Local Authority to carry out any public consultation.
- **Community and voluntary controlled schools** - Consider the proposals and send any comments on the proposed admission arrangements to consultation@wigan.gov.uk **no later than 31 October 2024**.

2. Governing Boards/Trusts should also consider:

A common theme with recent determinations from the Office of the Schools Adjudicator is non-compliance with paragraph 14 of the School Admissions Code 2021, which states –

14. In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

Examples of this are –

- where a school names a geographical area without providing a map or postcodes to define that area.
- where a school gives priority to children from ‘other Christian denominations’ but does not define them.

Such arrangements would be in breach of the Code as they are unclear to parents.

We would encourage all Governing Boards/Trusts to review their admission arrangements, even if you are not considering changes, to ensure that they are clear and comply with paragraph 14. We will offer support and advice if needed.

Co-ordinated admission scheme 2026/27 and the In-Year Coordinated Scheme

Details of the proposed co-ordinated admission schemes for admission to Reception Class and Year 7 will be sent to all schools no later than end of September 2024. Governing Boards/Trusts should consider the schemes and send any comments to consultation@wigan.gov.uk. A date to respond by will be included when the proposed schemes are sent out.

The agreed scheme for the 2025/26 intake can be found by [following this link](#).

The updated In-Year Coordinated Scheme for the 2024/25 academic year will be available from September. The scheme details how the Local Authority will process in-year applications on behalf of schools that buy back in-year admissions. Governing Bodies and Trusts as the Admission Authority for the school, are reminded that a response is required within 5 school days on whether or not a place will be offered following receipt of an application in school.

Schools who do not buy back in-year admissions **must** notify the local authority of **every** application and its outcome as soon as reasonably practicable but should aim to be within 2 school days. This is a requirement of paragraph 2.30 of the Code.

Contact Officer: [REDACTED]

E-mail [REDACTED]

[REDACTED]

From: Consultation
Sent: 10 September 2024 15:00
Subject: Admission Arrangements 2026-27
Attachments: Proposed admission arrangements for community secondary schools 2026-27.docx; Response form community and controlled 26-27.doc

Importance: High

Dear Head Teacher/Governing Body,

The Local Authority (LA) is the admission authority for community and voluntary controlled schools in Wigan.

Each year we must determine admission arrangements even if changes aren't being proposed.

Attached are the proposed admission arrangements for your school. The LA does not propose to make any changes to oversubscription criteria or admission numbers for secondary schools.

Please share the information with your Governing Body, then complete and return the attached proforma by 31st October 2024.

Regards

[REDACTED]
[REDACTED]
School Organisation Team
People Directorate Children Adults and Families
Wigan Life Centre South,
College Avenue, Wigan, WN1 1NJ
Mobile: [REDACTED]
www.wigan.gov.uk
www.twitter.com/wigancouncil
www.facebook.com/WiganCouncilOnline

**Response to proposals on admission arrangements for 2026-27
Community and Voluntary Controlled schools**

School

DFE number:

The governing body has discussed the proposed admission arrangements at its meeting on
Date:

**The governing body is satisfied with the proposed admission arrangements for
community and voluntary-controlled schools for 2026-27.**

Yes ☐ No ☐ If no, please attach details

Name:

Date:

**Please return by email to consultation@wigan.gov.uk or by post to the address below
by 31 October 2024:**

School Organisation Team
People Directorate
Wigan Council
PO Box 100
Wigan
WN1 3DS

[REDACTED]

From: Consultation
Sent: 10 September 2024 16:23
Subject: Admission Arrangements 2026-27
Attachments: Response form community and controlled 26-27.doc; Proposed admission arrangements for community and voluntary controlled primary schools 2026-27.docx

Importance: High

Dear Head Teacher/Governing Body,

The Local Authority (LA) is the admission authority for community and voluntary controlled schools in Wigan.

Each year we must determine admission arrangements even if changes aren't being proposed.

Attached are the proposed admission arrangements for your school. The LA does not propose to make any changes to your oversubscription criteria or admission number.

Please share the information with your Governing Body, then complete and return the attached proforma by 31st October 2024.

Regards

[REDACTED]
[REDACTED]
School Organisation Team
People Directorate Children Adults and Families
Wigan Life Centre South,
College Avenue, Wigan, WN1 1NJ
Mobile: [REDACTED]
www.wigan.gov.uk
www.twitter.com/wigancouncil
www.facebook.com/WiganCouncilOnline

**Response to proposals on admission arrangements for 2026-27
Community and Voluntary Controlled schools**

School

DFE number:

The governing body has discussed the proposed admission arrangements at its meeting on
Date:

**The governing body is satisfied with the proposed admission arrangements for
community and voluntary-controlled schools for 2026-27.**

Yes ☐ No ☐ If no, please attach details

Name:

Date:

**Please return by email to consultation@wigan.gov.uk or by post to the address below
by 31 October 2024:**

School Organisation Team
People Directorate
Wigan Council
PO Box 100
Wigan
WN1 3DS

[REDACTED]

From: Consultation
Sent: 05 September 2024 14:48
Subject: Admission Arrangements 2026-27
Attachments: Admision Arrangements - Response form 26-27.doc

Dear Head Teacher/Governing Body/Academy Trust,

Admission authorities should now be considering their admission arrangements for the 2026-27 academic year.

The School Admissions Code 2021, states that admission authorities must consult on their admission arrangements if they:

- Are proposing a decrease in the admission number for 2026-27.
- Are proposing a change to their oversubscription criteria for 2026-27.
- Have not consulted on their admission arrangements in the last 7 years.

The consultation period is 6 weeks and must be carried out by 31 January 2025. Admission arrangements for 2026-27 must be determined by 28 February 2025.

Admission arrangements will not be legal if the consultation and determination process is not carried out.

Please consider your admission arrangements for 2026-27, then complete and return the response form by 31 October 2024. If we do not receive details by this date we will be unable to consult on your behalf if you are proposing changes.

If you need any further information please contact me.

Please share this email with your Clerk to Governors.

Regards

[REDACTED]
School Organisation Team
People Directorate Children Adults and Families
Wigan Life Centre South,
College Avenue, Wigan, WN1 1NJ
Mobile: [REDACTED]
www.wigan.gov.uk
www.twitter.com/wigancouncil
www.facebook.com/WiganCouncilOnline

Response to proposals on admission arrangements for 2026-27

School Name –

DFE number:

Admission authorities should now be considering their admission arrangements for the 2026-27 academic year.

Compliance -

A link to the School Admissions Code 2021 can be found [here](#). Admission authorities should familiarise themselves with the provisions of the Code 2021 to ensure that their admission arrangements are compliant.

In relation to Church of England school, section 1.38 of the Code states that – ‘Church of England schools must, as required by the Diocesan Boards of Education Measure 1991, consult with their diocese about proposed admission arrangements before any public consultation’.

Please ensure that you fulfil any necessary requirements prior to public consultation if you want to consult on changes to your admission arrangements.

Consultation on Admission Arrangements 2026-27 Response -

The admission authority (governing body or academy trust) considered their proposed admission arrangements for 2026-27 on – **Date** _____

We are proposing the same admission arrangements as those determined for 2025-26.

YES ☐ NO ☐

We are proposing changes to the arrangements for 2026-27 and wish the local authority to carry out the consultation on our behalf.

YES ☐ NO ☐

Note – If you are proposing changes, you must include a full copy of your proposed arrangements including any supplementary forms and your admission number with this response form.

The Office of the Schools Adjudicator has recommended that the consultation should explain how the proposed admission arrangements differ from the existing admission arrangements and include a clear rationale for why the change is proposed:

Planned admission number

Schools are required to consult if they wish to lower their PAN. If you are proposing to lower your PAN, please indicate 'Yes' to the question on proposing changes above and give details.

Schools are not required to consult to increase their PAN but must advise the Local Authority.

We propose to raise the school's PAN for 2026-27:



YES ☐ NO ☐

If yes, the PAN for 2026-27 is

Name: _____

Date: _____

Please return by email to consultation@wigan.gov.uk or by post to the address below by 31 October 2024:


School Organisation Team
People Directorate
Wigan Council
PO Box 100
Wigan
WN1 3DS
Mobile: 

[REDACTED]

From: Consultation
Sent: 05 September 2024 15:04
Subject: Admission Arrangements 2026-27
Attachments: Own Admission Authority - Response form 26-27.doc

Importance: High

Dear Head Teacher/Governing Body/Academy Trust,

Admission authorities should now be considering their admission arrangements for the 2026-27 academic year.

The School Admissions Code 2021, states that admission authorities must consult on their admission arrangements if they:

- Are proposing a decrease in the admission number for 2026-27
- Are proposing a change to their oversubscription criteria for 2026-27
- Have not consulted on their admission arrangements in the last 7 years.

The consultation period is 6 weeks and must be carried out by 31 January 2025. Admission arrangements for 2026-27 must be determined by 28 February 2025.

Admission arrangements will not be legal if the consultation and determination process is not carried out.

Please consider your admission arrangements for 2026-27 along with the attached advice on compliance, then complete and return the response form by 31 October 2024. If we do not receive details by this date we will be unable to consult on your behalf if you are proposing changes.

If you need any further information please contact me.

Please share this email with your Clerk to Governors.

Regards

[REDACTED]
School Organisation Team

People Directorate Children Adults and Families

Wigan Life Centre South,

College Avenue, Wigan, WN1 1NJ

Mobile: [REDACTED]

www.wigan.gov.uk

www.twitter.com/wigancouncil

www.facebook.com/WiganCouncilOnline

Response to proposals on admission arrangements for 2026-27

School Name –

DFE number:

Admission authorities should now be considering their admission arrangements for the 2026-27 academic year.

Compliance -

A link to the School Admissions Code 2021 can be found [here](#). Admission authorities should familiarise themselves with the provisions of the Code 2021 to ensure that their admission arrangements are compliant.

Consultation on Admission Arrangements 2026-27 Response -

The admission authority (governing body or academy trust) considered their proposed admission arrangements for 2026-27 on – **Date** _____

We are proposing the same admission arrangements as those determined for 2025-26.

YES ☐ NO ☐

We are proposing changes to the arrangements for 2026-27 and wish the local authority to carry out the consultation on our behalf.

YES ☐ NO ☐

Note – If you are proposing changes, you must include a full copy of your proposed arrangements including any supplementary forms and your admission number with this response form.

The Office of the Schools Adjudicator has recommended that the consultation should explain how the proposed admission arrangements differ from the existing admission arrangements and include a clear rationale for why the change is proposed:

Planned admission number

Schools are required to consult if they wish to lower their PAN. If you are proposing to lower your PAN, please indicate 'Yes' to the question on proposing changes above and give details.

Schools are not required to consult to increase their PAN but must advise the Local Authority.

We propose to raise the school's PAN for 2026-27:

YES ☐ NO ☐

If yes, the PAN for 2026-27 is

Name: _____

Date: _____

Please return by email to consultation@wigan.gov.uk or by post to the address below by 31 October 2024:

School Organisation Team
People Directorate
Wigan Council
PO Box 100
Wigan
WN1 3DS
Mobile: _____

[REDACTED]

From: Consultation
Sent: 09 December 2024 16:24
Subject: Consultation on Admission Arrangements 2026/27

Dear colleague,

The Local Authority is consulting on behalf of the admission authorities of the below schools –

- Atherton St George's CE Primary School
- Castle Hill St Philip's CE Primary School
- Hawkley Hall High School
- Ince CE Primary School
- Leigh CE Primary School
- Leigh St Peter's C.E. Primary School
- Lowton St Mary's CE Primary School
- Marsh Green Primary School
- St Catharine's C of E Primary School Wigan
- St Luke's C.E. Primary School Lowton
- St Mark's CE Primary School
- St Thomas's CE Primary School, Ashton-in-Makerfield

Each school's proposed arrangements and details of how to comment can be viewed at –
www.wigan.gov.uk/consultations

Regards

[REDACTED]
[REDACTED]
School Organisation Team

People Directorate Children Adults and Families

Wigan Life Centre South,

College Avenue, Wigan, WN1 1NJ

Telephone [REDACTED]

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