



Dear Members of Our School Community,

We are writing to inform you of an important proposal that may affect our Farnsfield St. Michael's Church of England Primary school community: we have been requested by the Local Authority to increase our Pupil Admission Number (PAN) by 5. If approved, this would allow us to offer 5 additional places for pupils in each new intake year.

## Why are we proposing this change?

- **Growing demand:** The Local Authority's place-planning forecasts show an increase in the number of children needing school places in and around Farnsfield catchment, and they have asked us to consider increasing our PAN to help meet this demand.
- **Supporting local families:** This proposal will help us better serve children in the area.
- **Enhancing learning:** A slightly larger intake will strengthen our school community, broaden opportunities and maintain a vibrant and dynamic learning environment.

## How will we manage this change?

There is building funds available to enable us to develop our facilities to accommodate the increased pupil numbers. Specifically, the funds are available to refurbish and develop the caretaker's bungalow into a fully functioning educational space. This will provide us the space to allow for additional pupil numbers.

## Frequently Asked Questions (FAQs)

### **1. Will the school's catchment area change?**

*No. The school's catchment area will remain the same. Increasing the PAN does not affect which families are eligible to apply.*

### **2. Will the admissions criteria change?**

*No. The current admissions criteria will remain in place, ensuring a fair and transparent process for all applicants.*

### **3. Will this mean that class sizes will increase?**

*Not in practice. Some year groups already have more than 40 children, so adding a small number of additional places will not significantly change the learning experience or class sizes.*



## How can you get involved?

We welcome feedback from all members of our community - including parents/carers, staff, local residents and colleagues at other schools. Your views are important and will help inform our decision.

## Ways to participate:

- **Submit written feedback:** Email your comments to [feedback@mitretrust.org.uk](mailto:feedback@mitretrust.org.uk) or post them to Rufford Court, Wellow Road, Eakring, Newark NG22 0DF
- **Attend a consultation meeting:** Join us at Farnsfield St Michael's C of E Primary school on Wednesday 21<sup>st</sup> January 2026 at 3.30pm to ask questions and share your views.

## Next steps:

The consultation period will run from Monday 1<sup>st</sup> December 2025 to Friday 23<sup>rd</sup> January 2026. After the consultation closes, we will review all feedback and publish a summary of responses. The final decision will be communicated to all stakeholders and published on our website.

Thank you in advance for taking the time to share your views - we greatly value your input in shaping our school community.

