

Notification to Statutory Bodies

Variation to Published Admission Number (PAN)

(Issued by the Academy Trust as Admission Authority under the School Admissions Code 2021)

Purpose of this Notification

This document serves as formal notification to statutory bodies in the relevant area of a proposed or approved variation to the Published Admission Number (PAN) of the academy named below, in accordance with:

- *Paragraph 1.3 — where an admission authority proposes to admit above its determined PAN, the local authority must be notified in good time to fulfil its co-ordination responsibilities.*
- *Paragraph 3.6 — any variation to determined admission arrangements (including the PAN) must be notified to all appropriate bodies in the relevant area.*

Recipient bodies are not required to approve the variation (unless the variation requires Schools Adjudicator or DfE approval) but must be formally notified. Recipients should retain this notification for their own records.

Part A — Details of this Notification

Date of this Notification	20/04/26
Academic Year to which the variation applies (e.g. 2025/26)	2026/27
Admission round / point of entry affected (e.g. Year 7 normal admissions round, September 2026)	Reception
Type of variation (e.g. increase to PAN / decrease / major change of circumstances / mandatory Code compliance)	Decrease PAN from 45 to 30 in the year of entry
Status of variation at date of notification (e.g. Proposed — awaiting DfE approval / Approved by DfE / Notified to LA — no DfE approval required)	Proposed

Part B — Issuing Academy Trust (Admission Authority)

Academy Trust Name	Orbis Education Trust
Academy Trust Company Number	07694399
Registered Address	Lewis Road, Kettering, Northants, NN15 6HE
Academy Trust Website	www.orbismat.com

Part C — Academy to Which the Variation Relates

Academy Name	Hunsbury Park Primary School
Academy URN <i>(Unique Reference Number — available on Get Information About Schools)</i>	121952
Academy Address	Dayrell Road, Northampton, NN4 9RR
Academy Type <i>(e.g. Secondary Academy, Primary Academy, All-Through, UTC, Studio School, Free School)</i>	Primary Academy
Local Authority area in which the academy is situated	West Northamptonshire
Year group(s) to which the PAN applies <i>(e.g. Year 7 only; Reception only)</i>	Reception only
Does the academy have a religious character? <i>(Yes / No — if yes, name the relevant diocese or faith body)</i>	No
Name of diocese / faith body (if applicable)	N/A

Part D — Details of the Proposed / Approved Variation to the PAN

Current (determined) PAN for the relevant year group	45
Proposed / approved new PAN	30
Net change <i>(e.g. +30, -15)</i>	-15
Date on which the variation takes / took effect	1 st September 2026

Summary of Reasons for the Variation


Please provide a concise explanation of the reason for the variation, for the benefit of recipient statutory bodies:

Reason for variation <i>(state the specific ground(s) under paragraph 3.6 and summarise the circumstances)</i>	The proposal to reduce the PAN of the school from 45 to 30 in Reception from 1 st September 2026 has been made to address a drop in the number of children allocated a reception place at the school. The number of allocated places has dropped below 30 for the first time in recent academic years. Should further pupils be allocated Reception places at the school, it will be required to employ another teacher at a cost of circa £65,000 per annum which will severely impact the school's ability to set a balanced budget for the 26/27 academic year and will detrimentally affect the long-term financial viability of the school.
Impact on applicants and local area <i>(describe any impact on families who have applied or received offers, and on the wider local admissions landscape)</i>	Reducing the PAN to 30 will stabilise pupil numbers, give the school greater certainty when planning the numbers of staff required and allow for more robust financial planning. It will improve the long-term financial viability of the school, inevitably benefit all pupils that attend the school and help to stabilise surplus capacity within the wider planning area. The school are clear that the reduction in PAN needs to come into effect by no later than September 2026 to manage their finances and not enter a deficit position.

Part E — Contact details for comments

Should you wish to make any comment on this proposed reduction in PAN, please do so via email using the contact details below, no later than **Friday 30th April 2026**.

Email address	office@hunsburypark.org
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Name of Signatory	Steph Roberts/Daniel York
Role / Position within the Academy Trust <i>(e.g. CEO, Chair of Trustees, Accounting Officer)</i>	Chief Executive Officer/Executive Headteacher
Signature <i>(or electronic signature / confirmation of identity)</i>	
Date of signature	20/04/26

Key Regulatory References — School Admissions Code 2021

- Para 1.2 — The PAN must not be set at a level that would prejudice efficient education or efficient use of resources.
- Para 1.3 — Where an admission authority proposes to admit above its PAN, it must notify the local authority in good time to enable co-ordination.
- Para 1.4 — The PAN applies only to the relevant age group (Reception, Year 7 or Year 12).
- Para 1.5 — Admissions above the PAN under paragraph 1.4 do not constitute a formal PAN increase.
- Para 1.7 — Looked after and previously looked after children must receive top priority in oversubscription criteria.
- Para 3.6 — Variations to determined arrangements may only be made in defined circumstances and must be notified to appropriate bodies.
- Para 3.14 — Fair Access Protocol obligations continue to apply regardless of any PAN variation.
- Equality Act 2010 — The public sector equality duty applies to all admissions decisions.