5th October 2026

Dear Parents, Carers, Local Residents, and Stakeholders,

RE: Public Consultation on the Proposed Reduction in Published Admission Number (PAN) for September 2028

School Name: Rustington Community Primary School
Admission Authority: Schoolsworks Academy Trust
Consultation Period: 5th October 2026 – 23rd November 2026

In accordance with the Department for Education's School Admissions Code (2021), Schoolsworks Academy Trust is conducting a formal public consultation on a proposed change to the admission arrangements for Rustington Community Primary School.

1. What is being proposed?
The Board of Trustees proposes to reduce the Published Admission Number (PAN) for the school's Reception intake from **90 to 60 places**, starting in September 2028 (the 2028–29 academic year).

2. Context and Rationale
In recent years, a national fall in birth rates across England and Wales has reduced the overall demand for primary school places. As a result, Rustington Community Primary School has experienced lower intake numbers in recent Reception cohorts.

Because school funding is directly linked to pupil numbers, maintaining a higher PAN than local demand requires balancing resources and staffing against unpredictable budgets.

Reducing the PAN to 60 will allow the school to:

- **Maintain financial stability:** Plan staffing structures and educational resources efficiently based on predictable class sizes.
- **Ensure sustainable operations:** Align the school's capacity directly with local demographic demand.

3. Impact on Existing Pupils and Current Admissions
- **Current Pupils:** There is no impact on children already enrolled at the school. This proposal applies strictly to new Reception applicants for September 2028 and subsequent years.
- **Siblings and Admissions Criteria:** The proposal does not alter the school's standard oversubscription criteria. Priority for siblings of current pupils and general admission procedures remain unchanged.

4. How to Respond and Share Your Views
We welcome feedback from parents, carers, staff, local residents, nearby schools, the Local Authority, and all interested parties.

Comments are invited specifically on the reduction of the PAN from 90 to 60. Please submit your views in writing by **12:00 PM (noon) on Monday, 23 November 2026**:

- **By Email:** Send your response to office@rustington.academy or office@schoolsworks.org with the subject line *"PAN Reduction Consultation"*. It would be useful if you could include your connection with the school in your reply.

- **By Post:** Address your letter or completed Feedback form to:
  Cathy Williams
  CEO, Schoolsworks Academy Trust
  23 Connaught Road
  Littlehampton
  BN17 6ER

5. Next Steps

Following the closing date, the Trust Board will review and consider all feedback received. A summary of the consultation responses and the Trust's final decision will be published on the school website.

Thank you for participating in this important process.

Yours sincerely,

Cathy Williams
Chief Executive Officer
Schoolsworks Academy Trust

Marie Smailes
Headteacher
Rustington Community Primary School