

16 October 2024

Dear Parents, Carers and members of the community,

Formal Consultation on Admission Arrangements for September 2026

In accordance with the requirements of the current legislation, and on behalf of the Learning in Harmony Board of Trustees, I write to provide you with the details of the plan to reduce Pupil Admission Numbers (PAN), which **Hartley Primary School will apply** to applications for admission to September 2026 and for the academic year 2026 to 2027.

We are not proposing to change any other aspects of the admissions arrangements as detailed in the Primary Admissions Booklet which can be found on the London Borough of Newham's website.

Hartley Primary School is proposing to reduce the Pupil Admission Number (PAN) from 120 to 90 pupils from September 2026. The reason for this proposal is that demand for school places across Newham is falling and this will help with the long term planning and financial sustainability of the school; it will also support the Local Authority and other local schools to be better placed to deal with the falling demand for school places.

As set out in the consultation document at Appendix 1 we are not proposing to make any other changes to the admissions arrangements.

I invite you and the wider community to make any comments or observations to me, by 27th November 2024, through the online survey available in the link [here](#). This constitutes the consultation under the requirements of the legislation.

Applications for admission to the school must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. For children who are residents in Newham, this is published in the Primary Admissions Booklet available on the Council website.

Yours sincerely,

Gary Wilkie
Chief Executive Officer

Appendix 1 Hartley Primary School

Admission Arrangements 2026/27 consultation

The admission authority for Hartley Primary School is Learning in Harmony Multi Academy Trust. The arrangements below, including the explanatory notes (which are also set out in the annually published [London Borough of Newham Admission Arrangements for Infant, Junior, Primary and Secondary Schools](#), are in line with government legislation and guidance (School Admissions Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. The admission arrangements apply to all admissions, including in-year admissions.

Admission to the main round for reception/starting school can be made to London Borough of Newham for residents living in the Borough, all other applications must be made via a parent's home local authority during the period 14 September and 15 January. Applications during the school year to all year groups must be submitted to the school admissions team at the Council.

Application forms and further details are available online at Newhamconnect.uk

It is proposed that the Published admission number (PAN) for 2026/2027 will be 90 places, **reduced from 120 places, this is the only proposed change to the admission arrangements for 2026/2027.** The reason for this proposal is to help the school manage the impact of the reduced number of students applying for reception places in Newham.

Hartley Primary School welcomes all applications. We have one main intake in September and we try to encourage entry at this time in order to support the child's academic progression without interruption, however, parents can apply at any time and are encouraged to visit the school.

Oversubscription Criteria - no changes proposed

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to Hartley Primary School; places will be allocated using the admission /oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school.

Priority 1: Looked after child and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the London Borough of Newham to have been in state care outside of England and ceased to be in state care as a result of being adopted.

And then, if places are still remaining;

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Priority 2: Children who have been assessed by Newham Council's Special Educational Needs Service as requiring a particular named school to meet their special educational needs and/or physical access. In addition, the child must be on the Special Educational Needs Code of Practice and be in receipt of 'high needs funding' and/ or have physical access difficulties.

And then, if places are still remaining;

Priority 3: Children who have a sibling on roll and they are reasonably expected to still be on roll at the time of admission in the school.

And then, if places are still remaining;

Priority 4: Children whose parent/carer (person with parental responsibility) are directly employed by the school.

And then, if places are still remaining;

Priority 5: Service children

And then, if places are still remaining;

Priority 6: All other children, whether or not they live in Newham including children from outside of England who have a right to education in England. If we have to decide between applicants in any of the above admissions criterion, the tiebreak will be, home to school shortest walking distance, starting with the nearest address (see home to school distance definition above). explanatory notes and [catchment map](#))

The definitions and explanatory notes as currently set out in the London Borough of Newham's school admissions [booklet](#) will remain unchanged for 2026/2027 admissions.

This consultation is only proposing to change the Pupil Admission Number to 90 pupils from 120 for entry to reception class from September 2026.

We welcome your feedback and contribution on this proposal and on any other aspects of the admission arrangements that we are proposing to use from September 2026.

Please use the link here to access the [consultation survey](#). The consultation is open between 16th October 2024 and 27th November 2024.