



**Headteacher: Mr Lee Kane**  
Astor Avenue, Dover, CT17 0AS  
Email: [admin@astor.dfamat.com](mailto:admin@astor.dfamat.com)  
Telephone: 01304 201151

# Astor

## Secondary School

28 November 2022

To Whom it May Concern

### **Astor Secondary School: PAN Consultation Letter**

**Consultation on a proposed reduction of the Published Admission Number (PAN) from 210 to 150 in years 7 to 11 at Astor Secondary School.**

Consultation period: Monday 5 December 2022 to 15 January 2023

Why are we consulting?

The Schools Admissions Code 2014 sets out a requirement for all admission authorities to undertake statutory consultation where they propose a variation to the Published Admission Number of a school.

Once the admission arrangements have been determined for a particular year, the admission authority is required to seek approval, in the case of academies, from the Education and Skills Funding Agency on proposed variation / reduction of the school's PAN and must notify the appropriate bodies.

The purpose of this consultation is to seek the views of parents, carers and other interested stakeholders on the proposal to reduce the school's PAN for September 2024. The school's admission code can be found at: [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-admissions-code)

The Trustees at the Samphire Star Education Trust propose that the published admission number at Astor Secondary School be reduced from 210 to 150 for the September 2024 Admissions process. The Local Authority will be notified of the proposal. The proposal to reduce the school's PAN will mean that the number of places available for children in Years 7 to 11 from September 2024 will be 150. There will be no change for children who already have a place at the school.

Our projections show that there will be sufficient places available for local children if the PAN for this school is reduced. Should the demand for additional school places increase in the future, the Trust will consider raising the PAN again.

Across the districts of Dover, Deal and Sandwich the school roll numbers have remained very consistent over recent years and with very little development planned, this is likely to remain the same. As a result of the school being allocated between 130 and 150 pupils per year for the last 5 years it seems sensible to bring Astor's published Admission Number in line with the other Dover schools. Therefore, we are proposing to reduce the number of available places to enable the school to operate more efficiently.

### **Oversubscription Criteria**

Before applying the oversubscription criteria, children with a statement of Special Education Need (SEN) or an Education, Health and Care Plan (EHCP), which names the school, will be admitted. As a result of this the published

admissions number will be reduced accordingly. If the number of preferences for the School is more than the number of places available, places will be allocated in the following priority order:

1. **Looked After Children and previously Looked After Children** - a looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
2. **Current Family Association** – a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.
3. **Health and Special Access Reasons** – Medical/Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. **Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, we will use the address of the parent where the child sleeps for the majority of school nights. In the event that a child spends an equal number of days at both addresses, then the address closest to the school will be used.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the School, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently supervised.

Our waiting list will be re-ranked every time a child is added according to our oversubscription criteria.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Head will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

Who are we consulting with?

During this consultation period we want to seek representations from:

- Parents and carers of children already attending the school
- Parents of any other children
- School staff
- The Local Authority
- Local Secondary and Primary Schools
- Anyone else who might be affected by the proposed change

What happens next?

In February 2023 the school Senior Leadership Team and Samphire Star Executive Team will consider the results of the consultation and, in discussion with the Trust CEO and Headteacher of Astor Secondary School, decide whether to refer the proposed reduction in the admission number for the 2024/25 academic year to the Department for Education (DFE) for approval.

How to Respond

The consultation will run from Monday 5 December 2022, until Sunday 15 January 2023. All responses must be received by 9am on Monday 16 January 2023. Representations received after this specified time and date will not be considered. You can respond to the consultation by writing to the school office at: FAO: The Headteacher, Astor Secondary School, Astor Ave, Dover. Kent CT17 0AS.

Yours faithfully

*L Kane*

Mr L Kane  
Headteacher



Astor Secondary School is part of Samphire Star Education Trust, a charitable company limited by guarantee and registered in England and Wales with company number 08039629. The registered Central Trust Office is at Astor Avenue, Dover, CT17 0AS