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Turnham Academy
Westbridge Academy
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CEO: Mr M Ducker OBE
CEO Designate: Mr P Glover
CFO: Mr B March

Tuesday 14 December 2021

Dear All,

Proposed changes to the admission arrangements for Turnham Academy (the 'Academy'), part of STEP Multi Academy Trust ('STEP') for entry in September 2023

The School Admissions Code 2021 ("the Code") requires all admission authorities to publicly consult on the proposed admission arrangements for their schools/academies where they propose to make changes to them.

STEP Academy Trust ("STEP"), a multi academy trust, is the admission authority for all of its academies located within South London and East Sussex.

The STEP Board of Trustees, are proposing to make changes to Turnham Academy's admission arrangements for entry in September 2023 and are seeking your feedback in respect of the proposed changes.

This document sets out:

- What we are consulting on and why;
- Who we are consulting with;
- The consultation timetable;
- How to submit your views.

We have included:

- Proposed new Admissions Policy for admission to Reception Year in September 2023 for Turnham Academy.
- All other associated admission documents (for example, supplementary information forms and academy-specific application forms).
- Questionnaire for responses.

What is this consultation about?

We are consulting on making the following change to the admission arrangements for the Academy for entry in Reception 2023:

1. Reduce the Academy's Published Admissions Number ('PAN') from 60 to 30, moving from a 2 Form Entry to a 1 Form Entry school.

The Academy's PAN was set at 60 as we expected to see a corresponding demand for pupil places. However, for a number of years, the actual intake has fallen well short of the PAN and anticipated demand has not materialised. We are not confident that the situation will change in the foreseeable future, and therefore it is in the best interests of the community and pupils at Turnham to have a provision more closely aligned with presenting need.

Academy pupil numbers have been significantly below the Academy's existing PAN of 60 for a number of years, as demonstrated in the below table:

Year	PAN	Number of children allocated/ forecast a place	Difference between PAN and number of children
Up to 2020/2021	60	28	32
2021/2022	60	28	32
2022/2023	60	22	38

Therefore, in order to ensure the financial viability and future of the Academy, a reduction in PAN is required as soon as possible. This is because all infant classes are allowed a maximum of 30 pupils. However, the Academy still has to be able to provide enough staff for 2 classes if we receive more than 30 applications, even if the number of pupils in the second class is significantly below 30. This would have a significant impact on the Academy's finances as there would be a heavy financial burden on the Academy to provide classes for small numbers of children which may also inadvertently have a detrimental effect on the school experience for our pupils.

As a result of the above, we propose a reduction to the Academy's PAN, subject to the outcome of this consultation.

Proposed arrangements

The Academy's proposed Admission Policy for entry in September 2023 and accompanying documents are available on the Academy website and on the STEP Academy Trust website:

<https://www.stepacademytrust.org/admissions/>

For a paper copy of the arrangements or if you have any questions relating to this consultation, please contact the Trust directly- admissions@stepacademytrust.org.

Who is involved in the consultation?

We will be consulting with various groups in accordance with the Code; to include:

- parents of children in the locality of the Academy between the ages of two and eighteen;
- other persons in the area who in the opinion of STEP have an interest in the proposed arrangements;
- all other admission authorities within the local area;
- the local authority; and
- any adjoining neighbouring local authorities where the admission authority is the local authority.

When is the consultation?

STEP is required to publicly consult on proposed changes to its academies' admission arrangements for a minimum of six weeks between 1 October (at the earliest) and 31 January at the latest, in the determination year.

Accordingly, this consultation will begin on 14 December 2021 and run until 31 January 2022.

If you would like to comment on the consultation, you must submit your response during this period.

Timetable for Consultation:

Date	Action
14 December 2021	Start of consultation
31 January 2022	End of consultation period and deadline for submitting responses
31 January 2022	Consideration of all responses received during the consultation period
28 February 2022	Deadline for formally determining admission arrangements
15 March 2022	Deadline for sending determined admission arrangements to the relevant local authorities
15 May 2022	Deadline for objections to be submitted to the Schools Adjudicator

How to participate in this consultation

If you would like to comment or raise a concern about the proposed new admission arrangements for the September 2023 intake, please complete the questionnaire by downloading/printing the questionnaire and returning the completed form:

- by email to: admissions@stepacademytrust.org. Please note 'Turnham Academy Admissions Consultation 2023/2024' in the subject header;
- by letter addressed to: Mrs C Gilbert, STEP Executive Secretary, STEP Academy Trust, Gonville Road, Thornton Heath, Surrey, CR7 6DL.

All responses received by the end of the consultation period will be carefully considered, further to which, we will:

- decide on the Academy's admission arrangements for the school year 2023/2024;
- notify you and all appropriate bodies of the outcome; and
- publish the new admission arrangements on the Academy website by 15 March 2022.

If you would like this document in a different format or if you have a question about any aspect of these arrangements, please contact admissions@stepacademytrust.org or write to: Mrs C Gilbert, STEP Executive Secretary, STEP Academy Trust, Gonville Road, Thornton Heath, Surrey, CR7 6DL.

Yours sincerely,



MARK DUCKER OBE
STEP CEO