Milton Hall Primary School & Nursery

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20th November 2026

Dear Colleague

Formal Consultation on Admission Arrangements for 2028/29

I am writing to advise you of a consultation on the proposed admission arrangements that the school intends to apply for admissions to September 2028.

The school is proposing to lower the Published Admission Number (PAN) from 90 to 60. No other matters are proposed, however a general update of the admission arrangements has been undertaken.

The proposed admission arrangements are attached as Appendix 1.

This proposal is based on the local authority review of current pupil forecasts, projected demand across the central Southend area offer the next four years, and existing place provision across the City. It has become necessary to review primary capacity locally and as a result it has become necessary to review the capacity and admission numbers at the school. We are reassured by the local authority that a PAN of 60 will continue to ensure that there is sufficient capacity to meet forecast local demand across the central planning area for families. This proposal is made in accordance with statutory guidance on school admission and it is not considered that the reduction in PAN at the school would unfairly disadvantage any child or group of children. The proposal is justified on place planning sustainability and efficiency of the school.

The consultation will run for a period of six weeks, as required by the School Admissions Code, from Friday 20th November 2026 to Monday 4th January 2027. I invite you to submit any comments or feedback on the proposed arrangements by 4th January 2027 via the email office@miltonhall.southend.sch.uk.

During this period, parents, carers, schools, local authorities and other interested parties are invited to review the proposals and provide their views. In accordance with statutory requirements, the final determined admission arrangements will be published on the respective school websites by 15 March 2027.

I would be grateful if you could share this letter with colleagues, parents and carers within your setting to ensure they are aware of the consultation and have the opportunity to respond.

Yours sincerely



Mr A Douglas
Headteacher

Attached: Proposed Admission Arrangements 2028/29