



Tuesday 26th November 2024

Dear Stakeholder,

Tottenham Infant School: Proposal document to reduce the Published Admission Number (PAN)

The Governing Body and Leadership Team of Tottenham Infant School propose to reduce the Published Admission Number (PAN) for new Reception pupils from 90 to 60, to take effect from September 2026. The proposed change will help our school effectively focus its learning and teaching resources to improve the education offered at Tottenham Infant School. The Governing Body and staff are working hard to continue to improve the outcomes of all our pupils and feel strongly that the proposed reduction will benefit future outcomes for our young learners, whilst still enabling us to meet the demand of places. Tottenham Infant School is the main feeder school for St Michael at Bowes Primary School, Whose PAN will also be reduced in 2026 in line with the projected demand for places over the next few years. We have engaged with the School Place Planning Team to understand the future projected pupil numbers within the local area and they have confirmed they will still meet their planned requirements once this proposed change has been made. There will be no other changes to the admission arrangements. The proposed change will not affect the current pupils or those who choose to accept an offer for a Reception place in September 2025. All current and future parents and any other interested stakeholders can make comments on this proposal, information on how you can do this is detailed at the end of this letter, under the section titled "How to make your views known".

Background

The current Published Admission Number (PAN) for Tottenham Infant School is 90. Reducing the PAN will assist the school to provide stability in its long-term planning and allow the school to secure high-quality educational outcomes for the pupils currently on our roll, while continuing to provide an appropriate number of places for future pupil numbers in line with demand in the local area. Although the Regulations and Code of Practice relating to school admissions no longer require an admissions authority to consult when maintaining or increasing a school's PAN, there remains a requirement to consult when the proposal is to reduce. Enfield Local Authority, as the admissions authority for Tottenham Infant School, is seeking comments on the proposed change.

Specific Proposal

The Governing Body proposes to reduce the Published Admission Number (PAN) from 90 to 60 with effect from September 2026. This means that the number of school places for pupils wishing to request a place to attend Tottenham Infant School in Reception in 2026 will be 60, as will all subsequent reception cohorts thereafter. For pupils who already have a place at Tottenham Infant School in other year groups, there will be no change.



Tottenham Road, Palmers Green, London N13 6HX Tel: 020 8829 1100

Headteacher Mrs Zaheen Younis • **Deputy Headteacher** Mrs Nasim Ahmad

www.tottenham.enfield.sch.uk • office@tottenham.enfield.sch.uk • London Borough of Enfield

This is the only proposed change to the admissions criteria; all other criteria will remain the same. It is important to the Governing Body and Leadership team, to consider the views of our parents and the wider community. If you would like to contribute to the consultation, please complete the Stakeholder Response Form available on our website.

How to make your views known

The consultation will run from 2nd December 2024 until 12th January 2025. All stakeholders are invited to submit comments in writing about the proposal to:

PAN Consultation
Tottenham Infant School
Tottenham Road
Palmers Green
Enfield
N13 6HX

Or email to: office@tottenham.enfield.sch.uk (title email PAN Consultation Tottenham Infant School)

For the duration of the consultation the Tottenham Infant School website will display the following documents:

- Proposed new Admissions Statement
- Current admissions information
- Stakeholder Response Form
- Stakeholder letter

School website: www.tottenham.enfield.sch.uk

School email: office@tottenham.enfield.sch.uk

Stakeholders are deemed to be:

- Parents and carers of children aged between 2 and 18 years of age
- All other admission authorities within the relevant area
- Enfield Education Authority
- Any adjoining neighbouring local authorities where the admission authority is the local authority
- Other persons in the local area who may have an interest in the proposed new arrangements

As set out in the Schools Admission Code, we are entering into a 6-week statutory consultation. Following the consultation, the Governing Body shall apply to the Regional Schools Commissioner to make a decision, on behalf of the Secretary of State.

Yours sincerely

Zaheen Younis

Headteacher



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