



11<sup>th</sup> November 2024  
GE/ES

Dear Consultee

## Consultation for Proposed Admission Arrangements 2026/2027

The Admissions Code requires an admissions authority to consult each time a proposal is made to its admission arrangements. The Governing Board at The Priory School is consulting its stakeholders and partners on proposed changes to the admissions arrangements for the school from September 2026.

Proposed changes for the school are as follows:

### 1. Change to Pupil Admission Number (PAN)

- Pupil Admission Number to be reduced from 210 to 180

Reason for the change in the Pupil Admission Number:

- The Priory School as its own admitting authority has been operating a PAN of 210 since 2016, but until September 2024 the official PAN remained at 180.
- The admitting of students over PAN was part of an agreement with the local authority to take additional young people due to the primary school bulge.
- The Priory School officially changed its PAN to 210 for the September 2025 and September 2026 intakes.
- Hertfordshire County Council forecasts for the second half of this decade indicate that there will be surplus secondary school places in Hitchin due to a forecast decline in student numbers.
- To ensure the stability of The Priory School we are consulting to reduce our PAN back to 180.
- The Priory School still has an agreement to increase the PAN if required to do so by the local authority.

### 2. Change to The Priory School priority area (Rule 5)

- The parish of Codicote to be added to The Priory School priority area

Reason for the change to The Priory School priority area:

- There is an increased number of young people in the parish of Codicote.
- By including Codicote in the priority area for The Priory school we are increasing parental choice.

The consultation process will run from 11<sup>th</sup> November to 31<sup>st</sup> December. You can let us know your views on the school's proposals by sending an email to [consultation@priory.herts.sch.uk](mailto:consultation@priory.herts.sch.uk) or by writing to Ms Sangster (Admissions Consultation), The Priory School, Bedford Road, Hitchin, Herts SG5 2UR.

The draft Admissions policy is available here: <https://www.priory.herts.sch.uk/admissions/>

Yours sincerely

A handwritten signature in black ink, appearing to read 'Geraint Edwards', written in a cursive style.

Geraint Edwards  
Headteacher