



10 Dec 2025

RE: Consultation on Pupil Admission Number (PAN) Reduction

Date: 10th December 2025

Dear Parents, Carers, Staff, and Stakeholders,

We are writing to seek your views on a proposal to reduce the Published Admission Number (PAN) for Kippax Ash Tree Primary School from 60 to 30 per year, effective from September 2027. This consultation is being conducted in accordance with the School Admissions Code 2021 and reflects our commitment to transparency and community engagement.

Current Position and Proposed Change

- Current PAN: 60 pupils per year group
- Proposed PAN: 30 pupils per year group (from September 2027)
- **Other Admissions Criteria: No changes are proposed to our oversubscription or other admissions criteria.**

Impact: This change will apply to new Reception intakes from September 2027 onwards. Pupils already on roll will not be affected.

Rationale for the Change

Recent demographic data from Leeds City Council and the Office for National Statistics (ONS) shows a decline in local birth rates, resulting in fewer children requiring primary school places in our area. Currently, Kippax Ash Tree Primary School has surplus places in several year groups, which creates challenges for financial planning and resource allocation.

By reducing our PAN to 30, we aim to:

- Align our intake with local demand and ensure efficient use of resources
- Maintain high educational standards and a stable, nurturing environment
- Secure the long-term sustainability of the school

This proposal has been developed in collaboration with Leeds City Council, drawing on their expertise and local place planning data.





Headteacher: Mr Mark Cahill

Kippax Ash Tree Primary School, Gibson Lane, Kippax, Leeds LS25 7JL

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Consultation Process

- Consultation Period: 10 December 2025 – 21st January 2026 (6 weeks)
- Who Can Respond: Parents, carers, staff, local schools, the local authority, and all members of the community are invited to share their views.

How to Respond

You can submit your feedback in any of the following ways:

- Email: katinfo@brigshawtrust.com
- Post: Kippax Ash Tree Primary School, Gibson Ln, Kippax, Leeds LS25 7JL

All responses must be received by 21st January 2026.

After the consultation closes, all feedback will be considered by the Trust Board before a final decision is made. Determined arrangements will be published on our website and shared with the local authority.

Further Information

For more details, please see the full consultation document and FAQs on our website. If you have any questions, please contact us at katinfo@brigshawtrust.com

Thank you for your continued support and for taking the time to share your views.

Yours Sincerely,

Name
Mr M Cahill

Headteacher

