

8th October 2025

Dear Colleague

Formal Consultation on Admission Arrangements (Pupil Admission Number) for September 2027

In accordance with the requirements of the current legislation, and on behalf of the Learning in Harmony Board of Trustees, I write to provide you with the details of a consultation on the Admission Arrangements which **Greenways Primary School** wishes to apply to applications for admission to September 2027 and for in-year admissions for the academic year 2027.

Please could you share this letter with colleagues and parents and carers at your setting so that they are aware and are able to contribute.

Greenways Primary School is proposing to reduce its Admission Number to 90 pupils for reception year applications from 2027. The current Pupil Admission Number is 120. The reason for this proposal is that the number of children being born has declined and therefore the demand for primary school places has reduced. Reducing the Pupil Admission Number allows the school to plan its budgets and workforce for future years. Reducing from 120 to 90 will not displace or disadvantage parents in the catchment area or pupils with siblings at the school. The existing admission criteria will not change.

Applications for admission to the school must be made in accordance with the co-ordinated admission scheme operated by the child's home local authority. For children resident in Southend-on-Sea, this is published in the Primary Admissions Booklet available on the website of Southend-on-Sea Borough Council. Our proposed admission arrangements are provided in appendix 1.

Responses to the consultation can be made through the online survey available in the [link here](#), or on our website www.greenways.southend.sch.uk. I invite you to respond to this consultation by 19th November 2025. This constitutes the consultation under the requirements of the legislation.

Yours Sincerely

Gary Wilkie
Chief Executive Officer

Encl: Draft Admission Arrangements 2027