EVERYCHILD PARTNERSHIP ACADEMY TRUST

BALDWINS HILL PRIMARY SCHOOL

REDUCTION TO PAN CONSULTATION

Consultation process from 18th November 2026 – 13th January 2027

This is the formal consultation document for the proposed reduction of the PAN at Baldwins Hill Primary School creating a lower admission number for Early Years from 30 to 20 effective from September 2028.

Introduction

Everychild Partnership Trust, as the admission authority for Baldwins Hill Primary School, is consulting on a proposal to reduce the schools Published Admission Number (PAN) from 30 places to 20 places for Reception admissions from September 2028.

The proposal has been developed following a review of:
- Current pupil numbers
- Local birth-rate and demographic trends
- Forecasted demand for school places
- The school's financial sustainability
- Local authority place-planning data.

The purpose of this consultation is to seek the views of parents, carers, staff, local schools, the local authorities and other interested parties before a final decision is made.

No changes are proposed for pupils currently attending the school.

At present, Baldwins Hill Primary School is one-form entry with a PAN of 30 per year group. The school is a primary school for children aged four to eleven in East Grinstead and is part of the Everychild Partnership Trust group of schools.

The school historically had a PAN of 20, until the 2010's, when the PAN was increased to 30 by West Sussex County Council due to insufficient pupil spaces in the East Grinstead area at that time.

Baldwins Hill is located on the edge of the town, and on the border of West Sussex and Surrey. Historically, the school has been one of the first in the area to be impacted by changes in demographics, due to being on the outskirts of the town.

PAN Consultation
Baldwins Hill Primary School will be consulting on a proposed reduction in the published admission numbers (PAN) for Baldwins Hill Primary School, East Grinstead, with effect from September 2028. This consultation has been after discussions with the Local Authority

Length of Consultation
The length of the consultation has been determined as 6 weeks as published in line with the Department for Education Schools Admission's Code, paragraph 1.46. However, due to the Christmas break, we have extended the consultation to 8 weeks.

Consultation Date
18th November 2026 to 13th January 2027.

Proposal

- The Trustees propose to reduce the PAN of Baldwins Hill School from 30 to 20 with effect from September 2028.
- The Board of Trustees will continue to review its PANs on an annual basis and will be flexible to react to demographic trends.

Rationale

The rationale is based on the following factors:

• Falling numbers of reception applications
• Significant surplus capacity across the school
• Lower pupil numbers in the area than the current PAN was designed to accommodate.
• Increasing and significant financial pressures associated with maintaining staffing and resources for a larger admission capacity

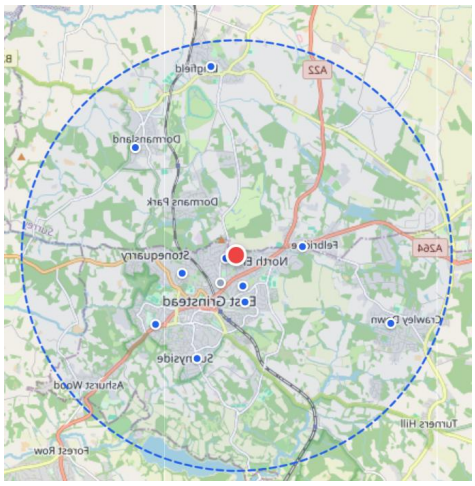
The current PAN no longer reflects the level of local parental demand for places at the school.

A reduction would allow the school to align its admission arrangements with expected demand while continuing to provide high-quality educational provision.

Baldwins Hill Primary School has the capacity to serve 210 children in the East Grinstead locality however, due to the current challenges in relation to the predicted and continuing low birth rates across West Sussex and Surrey, the number of students on roll from the 5th October 2026 was 139 (GIAS). The variance of 71 pupils has had a significant impact on the allocated funding, and consequently has a significant strain on a school budget and its viability.

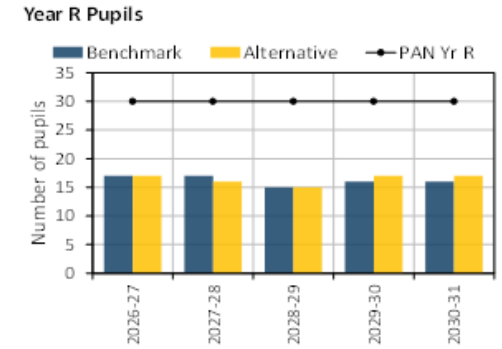
After a period of demographic growth, the demand for primary places across the county has fallen, and in most areas, fewer school places are needed. This is in line with a decrease in primary demand across most local authorities. Changes in demand are not evenly distributed, and some areas and schools are impacted more than others; this is the case for Baldwins Hill Primary School.

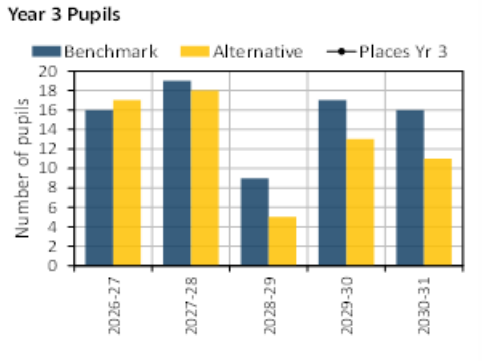
There are 12 alternate primary schools within a geographical 3-mile radius of Baldwins Hill.

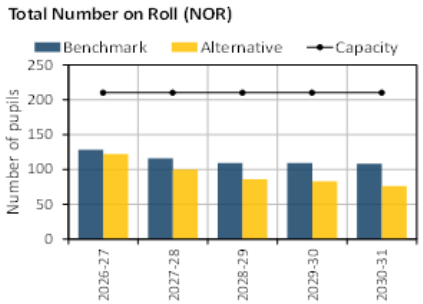


This data is sourced from the DfE website, 'Find and compare schools in England' (*See Appendix 1*).

Local Authority data forecast for primary places across West Sussex are predicted to plateau over the next four years without any significant rise or fall.







(created by Edgeanalytics Demographers on behalf of WSCC)

The School Admissions (Infant Class Sizes) (England) Regulations 2012, (See Appendix 2) *'Limit on infant class sizes 4. - (1) No infant class may contain more than 30 pupils…'* As this is a mandatory requirement, the school must employ a qualified teacher for every 30 pupils (for example, for an intake of 38 pupils, the school must employ 2 qualified teachers).

Schools are largely funded by the number of pupils and one of the highest costs is staffing. Due to the fall in numbers, the school has already restructured the classes into mixed age format. This process started in September 2025 where previously standalone Reception, Year 1, Year 2 and Year 3 classes were restructured into a mixed R/1, 1/2 and Y2/3. This has been revised again this year to a more typical mixed-age structure of Y1/2 and Y3/4; Reception remains a standalone class with a small cohort. It is anticipated this structure will remain with the addition of a mixed Y5/6 class when numbers allow.

By reducing the PAN from 30 to 20:
- Better reflects current and projected demand for school places.
- Supports the long-term financial sustainability of the school.
- Allows resources to be focused on improving educational outcomes.
- Maintains substantial capacity within the school.
- Does not affect pupils already attending Baldwins Hill Primary School.
- Can be reversed in the future if there is sustained growth in demand

The proposal would not lead to a reduction in the school's existing accommodation and facilities. The school will continue to serve its local community and maintain sufficient capacity to meet anticipated demand.

By changing the PAN to 20, the Trust Board can plan more sustainable systems and structures, and therefore ensure financial and educational stability.

Over many years, Baldwins Hill Primary School has not filled the maximum number of pupil places in reception (Year R). Therefore, as the pupils have continued up through the school, the numbers for that cohort remain much lower than the maximum pupil number. As previously stated, this impacts negatively on the school budget. Also, with the local authority predicting continued low birth rates over the coming years, this proposed reduction will avoid a substantial in-year deficit budget and make the school financially viable.

The Consultation Process

The consultation will run for a period of 6 school weeks and we are inviting stakeholders and members of the local community to respond. These are namely, but not limited to:

Parents and Carers of Baldwins Hill School	West Sussex Council
Staff of Baldwins Hill Primary School Staff	Local Primary and Junior Secondary Schools within a 3 mile radius
Members of the Local Governing Board	East Sussex County Council
Ashurst Wood Village Council	East Grinstead Town Council
Mid Sussex District Council	Surrey County Council
Tandridge District Council	Members in the local community
Diocese of Chichester	Catholic Diocese of Arundel & Brighton

The Consultation Response

The Consultation will run from 18th November 2026 to 13th January 2027 and you are invited to submit feedback using the link provided:
Everychild Partnership Trust Baldwins Hill Primary School PAN Consultation – Fill in form
or in writing to:
CEO, Everychild Partnership Trust, Hatchlands Road, Redhill, RH1 6AT.

Next Steps Following the consultation

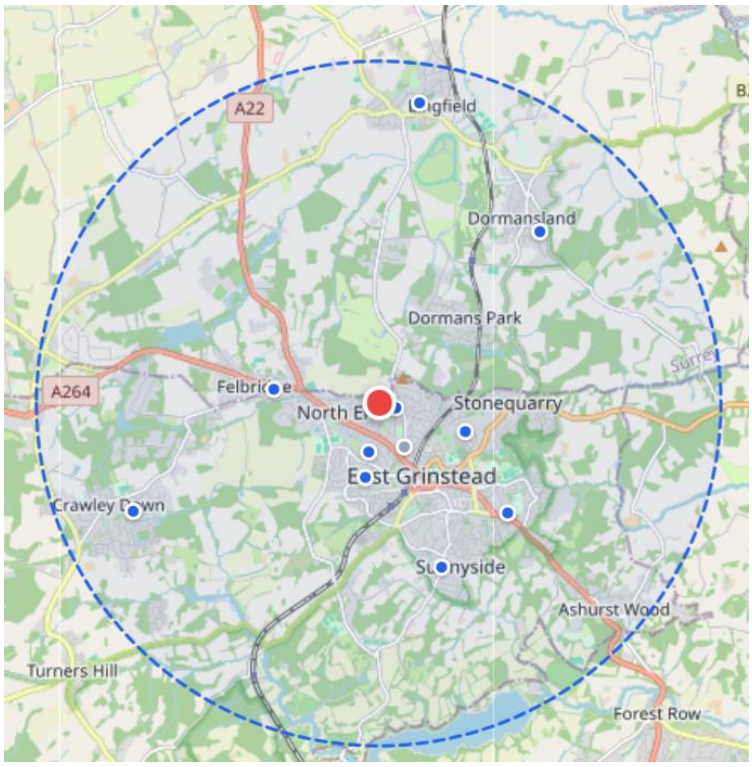
1. All responses will be reviewed
2. A report will be presented to the Board of Trustees
3. Trustees will decide whether to proceed with the proposed PAN reduction
4. If approved, the revised admission arrangements will be determined and published in accordance with the School Admissions Code for entry to Reception year at the school from September 2028 onwards.

Admission arrangements for the 2028-2029 academic year will be determined by 28th February 2027.

Appendix 1

Schools and colleges in and near "East Grinstead, West Sussex, United Kingdom" - Compare school and college performance data in England - GOV.UK

Schools and colleges in and near "RH19 2AP, East Grinstead, West Sussex, United Kingdom" - Compare school and college performance data in England - GOV.UK



Appendix 2

The School Admissions (Infant Class Sizes) (England) Regulations 2012