

4 November 2025

Primary, Infant and Junior Schools
Southend-on-Sea City

Dear Colleagues,

PAN variation - Reception 2026/27 - Greenways Primary School

I am writing to notify you of a proposed in-year variation to the admissions arrangements in respect of the Published Admission Number (PAN) for Greenways Primary School. The school is required to notify you of the proposal by paragraph 3.6 of the School Admissions Code.

The school published a PAN of 120 in the Determined Admission Arrangements in February 2025. A review of the forecasts for demand for places for the next four years in the East Central Planning Area has highlighted that the PAN of 120 is not necessary, and that a reduction to 90 PAN would provide sufficient places within the area, and allow the school to carefully manage sustainability and workforce planning.

The proposed reduction to 90 places will provide sufficient places within the area and will not unfairly disadvantage any child if the request is agreed.

We must seek the agreement of the Secretary of State to make this change, however prior to doing so we must notify you of this proposal and provide you with the opportunity to provide any feedback or raise any questions.

Please respond with your feedback to info@lihtrust.uk by Wednesday 26th November using the subject heading 'Greenways PAN'. Should we not receive any responses or feedback we will assume that you are in agreement with the proposal.

Yours sincerely,

Gary Wilkie
Chief Executive Officer