



# Heycroft Primary School

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Executive Headteacher: Mr. G Moore (BA Hons, NPQH & MEd)

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**seeat**  
SOUTH EAST ESSEX ACADEMY TRUST

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

Our ref: PAN 2026  
Your ref:  
Date: 4 June 2025  
Email:

Dear Colleagues,

## Variation of PAN 2026

I am writing to further notify you of a proposed in-year variation to the admissions arrangements in respect of the Published Admission Number (PAN). 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 60 in the Determined Admission Arrangements in February 2025. A review of agreements, the forecasts for the next four years, demand across the area and a review of the school's net capacity has highlighted that the pupil demand for these year groups cannot be sustained from 2025 onwards and therefore they are seeking to reduce this number to 30. To do this, we need the agreement of the Office of the Schools Adjudicator. Before we ask for this agreement, we must notify you of this proposal.

The proposed for the reduction to 30 places will provide sufficient places within the area.

This request is made in accordance with the DfE guidance, and we can confirm that this will not unfairly disadvantage any child if the request is agreed and that the proposed action is justifiable on place planning and efficiency grounds. All other aspects of the Determined Admissions Arrangements for Heycroft Primary remain unchanged.

Should you have any questions or wish to respond kindly you are most welcome to contact the school on 01702 521832 and [office@heycroft.southend.sch.uk](mailto:office@heycroft.southend.sch.uk). Should we not receive a response by 30 June 2025 it will be assumed that you are in agreement.

Yours sincerely,

Mr Glenn Moore, Executive Headteacher  
SENT to: primary, infant and junior schools in the City



**Ready**



**Respectful**



**Responsible**



**cReative**