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# Hogarth Primary School

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Hogarth Primary School  
Riseway, off Hogarth Avenue  
Brentwood, Essex,  
CM15 8BG



T: 01277 212216  
E: [admin@hogarth.essex.sch.uk](mailto:admin@hogarth.essex.sch.uk)  
W: [www.hogarthprimary.co.uk](http://www.hogarthprimary.co.uk)

**Headteacher: Mr R Watson**

16 September 2024

To whom it may concern,

I am writing to inform you of a consultation regarding a proposed reduction in the Published Admission Number (PAN) for our current Reception class at Hogarth Primary School, part of Discovery Educational Trust.

The consultation period will take place from 16 September 2024 to 6 October 2024. Under the School Admissions Code, it is a requirement for all Admission Authorities to consult key stakeholders prior to any proposed changes in PAN. The stakeholders for this consultation include parents and carers of children between the ages of 2 and 18, all Admission Authorities within the relevant area, our staff, Essex County Council, any adjoining neighbouring Local Authorities, and other individuals in the local area, who may have an interest in the proposed reduction in PAN.

The specific proposal is to reduce our current Reception PAN from 60 to 30, effective immediately. This adjustment means that the maximum number of places available for pupils in our current Reception cohort will be set at 30. It is important to emphasise that, for children, who already hold a place at Hogarth Primary School, there will be no changes to their enrolment status.

The proposed reduction is underpinned by the current pupil place planning projections provided by Essex County Council, which indicate that this change will not adversely affect the availability of school places in the area. There are approximately 50 free spaces across Brentwood due to a nearby school increasing its PAN.

Hogarth Primary School remains committed to monitoring the demand for places within the communities we serve and will respond appropriately in collaboration with Essex County Council as circumstances change.

To participate in this consultation, we welcome your comments on the proposal. During the consultation period, a copy of this letter will be available on our school website. Stakeholders are invited to submit their feedback via email to [admin@hogarth.essex.sch.uk](mailto:admin@hogarth.essex.sch.uk), using the title "Hogarth PAN Consultation". Please ensure that all responses are submitted by 6 October 2024, as any representations received after this date will not be considered.

Thank you for your attention to this important matter. Your views are invaluable to us, and we encourage your participation in this consultation process.

Yours sincerely

*R Watson*

Mr R Watson  
Headteacher

Hogarth Primary School  
Discovery Educational Trust, Registered Company in England and Wales: 07638800  
Registered Office: Hanging Hill Lane, Hutton, Brentwood, Essex. CM13 2HG

