2 November 2026

To: Parents/Carers of Pupils at Mottram CE Primary School

Consultation on Proposed Changes to Admission Criteria for September 2028

I write to make you aware of a proposed change to the admission criteria for Mottram CE Primary School. The Chester Diocesan Academies Trust (CDAT) and the school's Local Governance Committee (LGC) wish to consult on proposed changes to the school admissions policy including the oversubscription criteria to be used in the event of the receipt of more applications for places than can be provided. The Regulations and Code of Practice relating to school admissions require an admissions authority, CDAT in this case, to consult when proposing changes to their admissions arrangements.

You are receiving this letter as a parent/carer of a child at the school and in order that you are aware of the consultation process regarding the proposed change. It is important to make clear that none of the changes proposed will have any impact on children already in years Reception through to Y6.

Specific Proposal

The Trust and Local Governance Committee wish to consult on a reduction in the school's planned admission number (PAN) from 20 to 15 with effect from September 2027.

Operating with a slightly lower PAN will align better with the school's budget and operational capacity, ensuring efficient use of resources without compromising on education quality. The proposed PAN better reflects the intake for the school over recent years, the structure of classes moving forward, and will continue to provide sufficient places for local families.

There are no other changes proposed to the oversubscription criteria.

Subject to the outcome of this consultation process, this change will come into effect on 1 September 2028 and the existing admissions arrangements will remain in place until that time. Those children already with a place in the school will not experience any change to their admissions status as a result of this proposal. Some further information, including a copy of the proposed admissions policy in full, can be found at: Admissions Consultation - Chester Diocesan Academies Trust.

How to Respond

The consultation period will run between Monday 2 November 2026 and Sunday 13 December 2026 and you are invited to submit comments in writing about the proposal above to: Chester Diocesan Academies Trust, Room 526, The Heath Business and Technical Park, Runcorn, WA7 4QX. Alternatively, you may wish to e-mail: chris.williams@cdat.co.uk. Comments should also be copied to the Chair of the Local Governance Committee at the school address. Following the consultation period the Board of Trustees for the Chester Diocesan Academies Trust will be required to formally determine the school admission arrangements for the academic year commencing September 2028 before 28 February 2026. Any subsequent objections will need to be made to the Office of the Schools Adjudicator by 15 May 2026.

Yours faithfully,

Chris Williams
Director of Operations

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