

Consultation on the Planned Admission Number for Manor Field Infant School and Nursery for the 2027/28 academic year.

15 December 2025

Introduction

The Trust/School would like to hear your views on our proposal to reduce the current Planned Admission Number (PAN) is 60 and we are proposing to change it to 30.

We're inviting feedback from those who may be affected by this proposal.

We understand that changes to Manor Field Infant School and Nursery can have wide-ranging impacts, and we are committed to listening carefully to the views of pupils, parents and carers, staff, governors, and the wider community. We are committed to ensuring that all stakeholders have an opportunity to share their views before any final decisions are made.

This document explains the background to the proposal, the reasons behind it, the potential impact, and how you can give your views.

The consultation is open from 15 December 2025 to 25 January 2026.

Our Proposal

Clarion Corvus Trust is proposing to reduce the Pupil Admission Number (PAN) for Manor Field Infant and Nursery School from 60 to 30 places per year group.

This change would apply to Reception admissions and, over time, would flow through Years 1 and 2.

The proposal does not affect the Nursery PAN, which will remain unchanged

Why are we suggesting this proposal?

Falling pupil numbers:

Pupil numbers have decreased significantly (excluding Nursery):

- 2023 roll: 119 pupils
- Current roll: 84 pupils

This reflects both a Norfolk-wide and a national trend in declining primary-age pupil numbers.

Stable low forecasts:

Norfolk County Council's birth-rate data and housing development projections indicate that pupil numbers will remain at approximately current levels for at least the next three years.

Financial sustainability:

Schools are funded based on the number of pupils, not the number of classes.

Maintaining small classes makes the school more expensive to run and places pressure on the budget.

Staffing implications:

If the school were to admit more than 30 children in a single year group, it would likely be necessary to employ an additional teacher to comply with class size regulations for infant classes. This would significantly increase staffing costs at a time when pupil numbers do not generate the funding required to support such posts.

Efficient organisation:

A PAN of 30 allows the school to plan staffing, class organisation and resources more efficiently

If agreed, this proposal will start from 2027/28.

What are the benefits of this proposal?**Improved financial viability:**

A consistent intake of 30 pupils aligns with forecast demand and supports a sustainable staffing and class structure, ensuring the school can continue to operate securely within its budget.

Avoidance of unnecessary staffing costs:

With a PAN of 30, the school will not be required to employ an additional teacher for an oversized cohort resulting in more classes, ensuring staffing levels remain financially manageable.

Stronger curriculum delivery:

A one-form-entry model supports:

- more consistent planning across year groups,
- better use of teaching and support staff,
- and improved allocation of resources.

High-quality teaching and learning:

With stable class sizes and a more predictable structure, the school can maintain a broad, balanced and high-quality curriculum.

Minimal impact on families:

Current pupils are not affected, and future demand data suggests the reduced PAN still comfortably meets the needs of the local community.

What is not in scope?

We recognise there may be wider areas of interest; however, this consultation is focused on Pupil Admission Number (PAN) therefore the following areas will not be affected by the suggested changes.

- *Nursery provision*

How can you have your say? How can you find out more?

You will have received this consultation as you are a stakeholder and may be affected directly or indirectly by the change. We would like to seek your views on the proposal. You can share your views in the following ways:

- Emailing the School Office (office@manorfield.org)
- Completing the attached form and handing it into the school office
- Writing to Manor Field Infant and Nursery School, Manor Road, Long Stratton, Norwich, Norfolk, NR15 2XR

Responses should be submitted by 12 noon on 25 January 2026

What happens next?

After the consultation closes, we will review all feedback. The Trust will consider all the responses received during this consultation and a report summarising the responses will be shared with decision-makers.

A decision will be made by the School and Trust. The outcome of the decision will be shared with stakeholders.

No decisions have been made yet. Your views are important and will help inform the final recommendation.

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Let us know what you think of our proposal.

How far do you agree or disagree with our proposal from 2027-28?

Please tick a box.

☐
Strongly agree

☐
Agree

☐
Neither agree or disagree

☐
Disagree

☐
Strongly disagree

☐
Don't know

Why do you say this? Please write in the box below.

Are there any other comments or suggestions you would like to make to help us with this decision and in planning for the future provision for children? Please write in the box below.

We would like to hear from many different people as your views help us to decide whether we make these changes. We will also use any personal information to understand how different groups of people feel about our proposal.

We will process any personal information we receive from you in line with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the Data Protection Act 2018 and the Trusts data protection policy and guidelines.

We will not identify individuals when reporting back our findings and, under our record management policy, we will keep this information for five years. We will also, under normal circumstances, not pass your personal data on to anyone else. However, we may be asked under access to information laws to publish or disclose some, or all, of the information you provide in response to this consultation, including any personal information. We will only do this where such disclosure will comply with such relevant information laws which include the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004.

Please tell us who you are (tick all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Pupil | <input type="checkbox"/> School governor |
| <input type="checkbox"/> Parent / Carer | <input type="checkbox"/> Local resident |
| <input type="checkbox"/> Member of the Parent Teacher Association | <input type="checkbox"/> Local business |
| <input type="checkbox"/> Member of staff | <input type="checkbox"/> Local sports group |
| | <input type="checkbox"/> Local community group |

Other (please specify): _____

At which school? _____

Your views will help us decide if this proposal goes ahead. You can tell us your views by returning this completed form to:

- Emailing the School Office (office@manorfield.org)
- Completing the attached form and handing it into the school office
- Writing to Manor Field Infant and Nursery School, Manor Road, Long Stratton, Norwich, Norfolk, NR15 2XR

This consultation ends at 12 noon on 25 January 2026