

**15 December 2025**

**Dear Stakeholder,**

**Re: Consultation on Planned Admission Number (PAN) from 2027/28**

We are writing to inform you about a proposed change to the Planned Admission Number (PAN) for Manor Field Infant School and Nursery for the 2027/28 academic year. The current PAN is 60 and we are proposing to change it to 30.

**Reason for Change:**

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 admissions, which will remain unchanged.

**Consultation Period:**

The consultation period will run from 15 December 2025 to 25 January 2026, a total of six weeks. During this time, we invite parents, carers, and other stakeholders to express their views and any concerns about the proposed change.

**How to Respond:**

Please send your responses to the School Office ([office@manorfield.org](mailto:office@manorfield.org)) or by post to the school address provided above. All responses must be received by 25 January 2026.

Representation can be made on the information website held by the LA on [Norfolk Schools and Learning Providers - Schoolfinder](#)

**Next Steps:**

After the consultation period ends, we will consider all feedback received and make a final decision. The outcome of the consultation will be published on our website and communicated to all stakeholders.

We value your input and look forward to hearing your views on this important matter.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Chris Nichols".

**Chris Nichols**  
**Chair of Trustees**