

7th November 2025

Dear Parent/Carer,

Consultation process

Reduction of the Published Admission Number ("PAN")

This letter is being sent to you as you are a parent/carer of a child at St Martin at Shouldham Church of England Primary School at Lynn Road, Shouldham, King's Lynn, PE33 0BU. The academy is part of the Diocese of Ely Multi-Academy Trust ("DEMAT").

All state-funded schools must have a Published Admission Number – for St Martin at Shouldham, that is the number of pupils we will accept into Reception each year – and this number must reflect the expected demand for places within the local community.

Like many schools in Norfolk and across the country, we are seeing falling pupil numbers and this trend is expected to continue, so we intend to reduce our PAN from 30 to 15 from September 2027.

We will still be able to accept more than 15 reception pupils if demand is higher, so we do not see this as limiting future growth, however it will help us to focus our resources to best meet pupil needs. We will be making every effort to highlight why St Martin's is an excellent choice for local families.

We are committed to listening to your thoughts on this and we are holding a consultation on these plans.

You are welcome to respond by emailing comments relating to the reduction in PAN to governance@demat.org.uk or by contacting St Martin at Shouldham's head teacher Mrs Howe in the usual way with any questions. **Please do this by Friday 19th December 2025.**

As part of the consultation process, we will be notifying the following local authorities and groups in addition to parents and carers at St Martin at Shouldham:

Peterborough City Council
Cambridgeshire County Council
Norfolk County Council
Suffolk County Council

Other persons who in the opinion of DEMAT have an interest in this matter, including the Ely Diocesan Education Committee.

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01353 656760
www.demat.org.uk

DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

Thank you for your ongoing support and as mentioned, please do get in touch with us with any feedback or questions. Mrs Howe and Mrs Beasley will be available at pick up this evening to answer any immediate queries you may have. In addition the school will be hosting two opportunities for you to meet with them and be reassured by their strong plans for the future of the school. Please do join them for a coffee and a chat at **8.45am** or **2.15pm** on **Tuesday 25th November**.

Yours sincerely



Adam Downing

Head of Governance

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