




## LEO Academy Trust

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Monday 1 December 2025

Dear All

Proposed changes to the admissions arrangements for:

- **Chandlers Field Primary Academy, High St, West Molesey KT8 2LX**
- **Furzefield Primary Academy, Delabole Road, Merstham, Redhill RH1 3PA**
- **Polesden Lacey Infant Academy, Oakdene Close, Great Bookham KT23 4PT**
- **Shawley Community Primary Academy, Shawley Way, Tattenham Corner, Epsom Downs KT18 5PD**

LEO Academy Trust is the Admission Authority for all of the academies in our Trust.

The LEO Academy Board of Trustees are proposing to make changes to those Academy's admissions arrangements for entry in September 2027 and are seeking your feedback in respect of the proposed changes in line with the Admissions Code of Practice 2021 (the 'Code'). The proposed changes will be included in the central LEO Academy Trust Admission Policy 2027-28 for the 12 schools currently in the Trust.

### **What is this consultation about?**

We are consulting on making the following changes to the admissions arrangements for the Academy:

#### **1. Oversubscription Criteria - Children of staff employed by Chandlers Field Primary Academy, Furzefield Primary Academy & Polesden Lacey Infant Academy**

We propose to amend the admission arrangements to bring the above schools in line with all other LEO academies using criteria which are fair, reasonable, transparent and easy for parents to understand. This change will involve removing this criteria. The removal will bring the three schools in line with other LEO Academies in the Trust. The reason for the removal is that the School Admissions Code does not allow priority to be given to **all** staff employed by the Multi Academy Trust (for example children of staff employed by the MAT who work for more than one school in the Trust or centrally).

We have assessed this proposal and consider this amendment to be fair and reasonable in the circumstances.

## 2) Reduction of the PAN for Chandlers Field Primary Academy & Shawley Community Primary Academy

We are proposing to reduce the PAN from 60 to 30 beginning in Academic Year September 2027 for Chandlers Field Primary Academy

We are proposing to reduce the PAN from 45 to 30 beginning in Academic Year September 2027 for Shawley Community Primary Academy

This proposal is a response to significant and sustained changes in the local demographic landscape, specifically a sustained decline in the birth rate in the school's catchment area and a need to ensure the long-term financial stability of both schools.

We have assessed this proposal and consider this amendment to be fair and reasonable in the circumstances.

If the PAN is reduced, it will primarily affect the number of children admitted into the Reception Class from Academic Year September 2027 onwards.

We wish to assure all existing pupils and their families that this proposal will not impact the education, provision, or class sizes of children **currently on roll**. Our commitment to delivering a high-quality, enriching educational experience remains our top priority. The change is being proposed to ensure we can maintain this standard efficiently and effectively into the future.

### Proposed arrangements

The Academy's proposed Admission Policy for entry in September 2027 and accompanying documents are available on the Academy website and on the LEO Academy Trust website:

<http://www.leoacademytrust.co.uk/>

For a paper copy of the arrangements or if you have any questions relating to this consultation, please contact the Trust directly - [compliance@leoacademytrust.co.uk](mailto:compliance@leoacademytrust.co.uk)

### Who is involved in the consultation?

We will be consulting with various groups in accordance with the Code; to include:

- parents of children in the locality of the Academy between the ages of two and eighteen;
- other persons in the area who in the opinion of LEO Academy Trust have an interest in the proposed arrangements;
- all other admission authorities within the local area;
- the local authority

### When is the consultation?

The consultation period will open on **Wednesday 3 December 2025 and will end on Wednesday 7 January 2026**. If you would like to comment on the consultation, you must submit your response during this period.

## How to participate in this consultation

Written feedback can be sent in the following ways:

- by email to: [compliance@leoacademytrust.co.uk](mailto:compliance@leoacademytrust.co.uk) Please note 'Admissions Consultation for 2027/2028' in the subject header;
- by letter addressed to: The Business Director - Governance & Compliance, LEO Academy Trust, 314 Malden Road, Cheam, Sutton SM3 8EQ

All responses received by the end of the consultation period will be carefully considered, further to which, we will:

- decide on the trust's admission arrangements for the school year 2027/2028;
- notify you and all appropriate bodies of the outcome; and
- publish the new admission arrangements on the Academy website by 15 March 2026.

If you would like this document in a different format or if you have a question about any aspect of these arrangements, please contact [compliance@leoacademytrust.co.uk](mailto:compliance@leoacademytrust.co.uk) or write to: The Business Director - Governance & Compliance, LEO Academy Trust, 314 Malden Road, Cheam, Sutton SM3 8EQ