

16 December 2019

## Consultation on Sigma Trust Admission Arrangements

Dear Interested Party,

I am writing to notify you of the upcoming consultation on the admissions policies for all schools within The Sigma Trust which includes the following schools:

Clacton County High School	Alton Park Junior School
The Colne Community School & College	Holland Park Primary School
Harwich & Dovercourt High School	Monkwick Infant & Nursery School
Paxman Academy	Monkwick Junior School
Philip Morant School & College	
St Helena School	
The Stanway School	
Thomas Lord Audley School	

The consultation period will run from Monday, 16 December 2019 until Tuesday, 28 January 2020; during this time, parents/interested parties are invited to express their views and any concerns about the proposed changes to the admission arrangements at any of the schools within The Sigma Trust.

In accordance with the DfE's 2014 statutory 'School Admissions Code' guidance, as a Trust we must consult on our admission arrangements when changes are proposed, and at least once every seven years.

The Trust has adopted common admissions criteria for all 12 academies that centres around priority admission areas for all schools. To view the documentation for each of The Trust's schools, including their Admissions Policy; Published Admission Area address list and map of priority admission area, please visit The Sigma Trust website: [www.sigmatrust.org.uk](http://www.sigmatrust.org.uk) or tel: 01255 750900 to request hard copies.

Following discussions with Essex, we are proposing a reduction in the Published Admission Number (PAN) at Monkwick Infant and Nursery School from 90 to 60 pupils.

We are also proposing an increase to the PAN at Clacton County High School, from 279 to 308 pupils. When the planned expansion works for Clacton County High School and The Colne Community School & College are completed, we intend to further increase their PANs appropriately.

In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party, we are keen to hear your views on the proposed changes; therefore, we invite you to participate in the consultation if you have any concerns regarding the matter.



For further information regarding the consultation process, to access the proposed policies and admission areas, please refer to The Sigma Trust and individual school websites. If you wish to further discuss this matter, please contact The Sigma Trust on tel: 01255 750900 or [admin@sigmatrust.org.uk](mailto:admin@sigmatrust.org.uk).

All responses to the consultation should be made in writing and submitted before 5.00pm on Tuesday, 28 January 2020 to: Mrs K Hook, PA to The Sigma Trust, The Sigma Trust, Tendring Education Centre, Jaywick Lane, Clacton-on-Sea, Essex, CO16 8BE, or alternatively via email to: [admin@sigmatrust.org.uk](mailto:admin@sigmatrust.org.uk).

Please note that written responses should outline your personal details, including your name, address and relationship to the school.

At the end of the consultation period, the Trust Board will meet to consider responses. The outcome of the consultation will be published on The Trust and individual school's websites as soon as possible following a decision being reached by the Board.

Yours sincerely,



Jeff Brindle  
CEO  
The Sigma Trust

