

PAN Reduction Timeline

Deadline	Action
February	Look at census data from October to see if there decline in numbers for particular schools where PAN reduction may be considered. Also look at previous years data to see if there is a pattern/ general decline in numbers.
March - April	Contact schools to arrange a meeting to discuss possible PAN reductions. While there will be ongoing discussions with schools make sure that you have meetings in place for the 1 st /2 nd week of September to confirm figures and agree to proceed to propose to consult.
1st March	Secondary National Offer Day (NOD)
16th April	Primary National Offer Day (NOD)
September	Confirm pupil figures with schools in 1 st /2 nd week back
October	Cabinet meeting
October - November	8 weeks consultation begins (statutory is 6 weeks)
December	Review consultation responses
	Select Committee presented with recommendations – includes responses from consultations
February	Cabinet report submitted for approval following any recommendations or comments raised at the Select Committee
February	28 th February - Deadline to determine admissions arrangements
March	15th March - Deadline to publish determined admissions arrangements