



St Bertelina's Church of England Primary School, Runcorn.

**Proposal to reduce the Published Admission Number  
for September 2026.**

Date: 1<sup>st</sup> October 2024

To All Stakeholders,

The Governing Body and Leadership team of St Bertelina's Church of England Primary School, Runcorn propose to reduce the Published Admission Number for new Year R (Reception) pupils from 44 to 30. This would take effect from **September 2026** and will apply to all subsequent cohorts thereafter.

The proposed change will help our school to effectively focus its teaching and learning resources to improve the education offered at St Bertelina's. It will alleviate space issues (especially for older children) and will also enable us to provide for the rapidly changing needs of children and their families in our community.

There will be no other changes to the admissions arrangements and the changes will not affect those who choose to accept an offer of a place for September 2025 or children already in school.

All current and future parents and any interested stakeholders have the right to make comments on this proposal. Information on how you can do this is detailed at the end of this letter.

The consultation period will begin on 1<sup>st</sup> October 2024 and will run for 6 weeks (ending on 12<sup>th</sup> November 2023). Following this the Governing Body will consider all responses and decide how to proceed.

For the duration of the consultation the school website will display the following documents:

This letter

Proposed new Admissions Policy 2026

Current Admissions Policy 2025

**How to make your views known.**

All stakeholders are invited to submit comments in writing to:

PAN consultation. St Bertelina's CEPS, Norton Lane, Runcorn. WA76QN

Or by email to:

We thank you for taking the time to consider this proposal and to provide us with your opinions.

Yours sincerely,

Mrs Lesley Austin

On behalf of The Governing Board

**List of stakeholders:** Halton Local Authority, Chester Diocesan Board of Education, St. Berteline's and St Christopher's CofE Church, all current and future parents and carers, Halton Primary Schools, Halton High Schools, Halton Nurseries, Local Private and Voluntary Nurseries and pre-schools, Childminders,