



Halifax Primary School, Prince of Wales Drive, Ipswich IP2 8PY  
Telephone: (01473) 684922

**CEO: Mr Alastair Heath-Robinson**

5<sup>th</sup> December 2024

Dear Parents/carers, pupils, colleagues and stakeholders,

**Re: Consultation on admission arrangements for The Willows Primary School**

As the admitting authority for The Willows Primary School, Orwell Multi Academy Trust (OMAT) is consulting on the admissions arrangements for the school for the 2026-27 academic year in line with the Department for Education's School Admissions Code.

The consultation will commence on Friday 6<sup>th</sup> December 2024 and will conclude at midnight on Friday 17<sup>th</sup> January 2025.

The admitting authority must set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, then there is a statutory duty to publicly consult on these arrangements.

The proposed change to the admission arrangements is to change the Published Admission Number (PAN) to 30 for The Willows Primary School. All other arrangements will remain unchanged.

You are invited to review the school's admission arrangements by visiting:  
<https://www.thewillows.omat.org.uk/admissions/>

Please send any questions or responses to [office@omat.org.uk](mailto:office@omat.org.uk)

This consultation is being communicated by the trust as follows:

- Notification to parents, carers and pupils at The Willows Primary School
- Notification to Suffolk County Council
- Notifications to local education settings
- Publication on The Willows Primary School website.

On conclusion of the consultation on Friday 17<sup>th</sup> January 2025, all responses will be collated and presented to the Trust Board for consideration.

The final admissions policy will be published on the school's website shortly after.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Alastair Heath-Robinson", with a horizontal line extending to the right.

**Alastair Heath-Robinson**  
Chief Executive Officer

**WHERE LEARNING IS UNSTOPPABLE AND ASPIRATIONS HAVE NO LIMITS**