

Co-ordinated Admissions Timetable **SECONDARY Schools
September 2019 Admission**

Week commencing Monday 3 September 2018	Letter sent to Primary Schools
Friday 7 September 2018	Letters handed out to parents
Friday 7 September 2018	Online system available up until closing date
Monday 10 September - Friday 5 October 2018	Open Evenings with prospective year 7 pupils
4.30pm on Wednesday 31 October 2018 – National Closing Date	Closing date for Secondary applications. Online applications are not available after the closing date.
Friday 16 November 2018	Details of preference data to be sent to VA and Academy Secondary Schools
Friday 16 November 2018	Exchange preference data with other LAs
Friday 30 November 2018	Details received from other LAs to be sent to VA and Academy Secondary Schools
Monday 7 January 2019	VA and Academy schools provide the Authority with list of offers/refusals
Monday 21 January 2019	Authority exchanges offers/refusals with other LAs
Friday 1 February 2019	LA to match the provisional offers of places against each parent's ranking
By Monday 25 February 2019	Schools will be notified which pupils have been allocated places at their schools
Friday 1 March 2019 – National Offer Day	Secondary 'Offer Day' notification sent to parents
Friday 15 March 2019	Initial deadline for parents to return acceptance slip for oversubscribed schools only (reminder letters to be sent)
Friday 15 March 2019	Deadline for parents to request to place their child's name on a waiting list
Friday 15 March 2019	Deadline for parents to request an appeal form for Secondary Schools
Wednesday 20 March 2019	Authority will allocate any places that have become available for oversubscribed schools
Thursday 21 March 2019	Appeal forms sent out where requested
Tuesday 2 April 2019	Where parents have not returned their acceptance slip for oversubscribed schools the Authority may withdraw the offer of the school place (Community Schools only)
Friday 3 May 2019	Deadline for appeal forms to be returned
By Monday 13 May 2019	Appeal hearing notice sent to parents
From week commencing 3 June 2019	Appeals to be heard
31 December 2019	No waiting list available after this date

Co-ordinated Admissions Timetable **PRIMARY Schools
September 2019 Admission**

Week commencing Monday 3 September 2018	Letters to nurseries/schools
Friday 7 September 2018	Letters handed out to parents
Friday 7 September 2018	Online system available up until closing date
4.30pm Tuesday 15 January 2019 (National Closing Date)	Closing date for Primary applications. Online applications not available after this date.
Monday 21 January 2019	Details of preference data sent to VA and Academy Primary Schools
Tuesday 29 January 2019	Exchange preference data with other LAs
Wednesday 13 February 2019	Details received from other LAs to be sent to VA and Academy Primary Schools
Tuesday 26 February 2019	VA and Academy schools provide the Authority with list of offers/refusals
Friday 8 March 2019	Authority exchanges offers/refusals with other LAs
Monday 25 March 2019	LA to match the provisional offers of places against each parent's ranking
By Friday 5 April 2019	Schools will be notified which pupils have been allocated places at their schools
Tuesday 16 April 2019 (National Offer Day)	'Primary 'Offer Day' notification sent to parents
Tuesday 23 April 2019	Initial deadline for parents to return acceptance slip for oversubscribed schools only (reminder letters to be sent)
Tuesday 23 April 2019	Deadline for parents to request to place their child's name on a waiting list
Tuesday 23 April 2019	Deadline for parents to request an appeal form for Primary Schools
Thursday 25 April 2019	Appeal forms sent out where requested
Friday 26 April 2019	Authority will allocate any places that have become available for oversubscribed schools
Wednesday 1 May 2019	Where parents have not returned their acceptance slip for oversubscribed schools the Authority may withdraw the offer of the school place (Community Schools only)
Wednesday 22 May 2019	Deadline for appeal forms to be returned
By Thursday 23 May 2019	Appeal hearing notice sent to parents
From week commencing Monday 17 June 2019	Appeals to be heard
31 December 2019	No waiting list available after this date