

Co-ordinated Admissions Timetable SECONDARY Schools
September 2019 Admission

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| 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

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|---|---|
| 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 |