

**(PROPOSED TIMETABLE)
CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2017 / 2018
SEPTEMBER 2017 INTAKES**

SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1st September 2016 (Thursday)	On-line application system goes live and requests for paper forms / booklets accepted and considered	1st September 2016 (Thursday)	On-line application system goes live and requests for paper forms / booklets accepted and considered
31st October 2016 (Monday)	Closing date for applications (statutory)	15th January 2017 (Sunday)	Closing date for applications (statutory)
7th November 2016 (Monday)	Primary schools / academies to forward any paper applications to Area Pupil Access Teams		
25th November 2016 (Friday)	Preferences information exchange with other admission authorities	10th February 2017 (Friday)	Preferences information exchange with other admission authorities
16th December 2016 (Friday)	Admission authority to confirm intention to exceed PAN with the LA	17th February 2017 (Friday)	Admission authority to confirm intention to exceed PAN with the LA
16th December 2016 (Friday)	Prioritised (ranked) lists back to the Local Authority	10th March 2017 (Friday)	Prioritised (ranked) lists back to the Local Authority

Secondary continued		Primary continued	
23rd January 2017 (w/c Monday)	Further exchange of lists with other admission authorities		
13th February 2017 (Monday)	No changes at all can be made to offer letters after this date	3rd April 2017 (Monday)	No changes at all can be made to offer letters after this date
20th February 2017 (w/c Monday)	Issue finalised offer lists to secondary schools / academies	10th April 2016 (w/c Monday)	Issue finalised offer lists to primary schools / academies
1st March 2017 (Wednesday)	Issue offer letters (statutory date is 1st March or the next working day)	16th April 2017 (Sunday)	Issue offer letters (statutory dates)

The closing dates and offer dates are national statutory requirements. The dates of exchanges of information may on occasion vary slightly by agreement to take into account localised issues associated with workload and / or specific situations affecting a school / academy or a group of establishments. Occasionally delays may occur as neighbouring authorities will be working to different timetables.

Where a statutory offer date is on a weekend or public holiday Lancashire's on-line system will go live on that day allowing on-line applicants to access their offer. In these circumstances and for paper applications letters will (where workload allows) be issued on the previous working day and are likely to arrive after the on-line system notifications.