

(PROPOSED TIMETABLE)
 CO-ORDINATED ADMISSION SCHEME FOR
 LANCASHIRE SCHOOLS AND ACADEMIES 2019/2020
 SEPTEMBER 2019 INTAKES



SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1st September 2018	Online application system goes live and requests for paper forms / booklets accepted and considered	1st September 2018	Online application system goes live and requests for paper forms / booklets accepted and considered
31st October 2018	Closing date for applications (statutory)	15th January 2019	Closing date for applications (statutory)
5th November 2018	Primary schools / academies to forward any paper applications to Area Pupil Access Teams		
23rd November 2018	Preferences information exchange with other Local Authorities	1st February 2019	Preferences information exchange with other Local Authorities
3 December 2018	Information to be exchanged with Own Admission Authority Schools	8th February 2019	Information to be exchanged with Own Admission Authority Schools
14th December 2018	Admission authority to confirm intention to exceed PAN with the LA	15th February 2019	Admission authority to confirm intention to exceed PAN with the LA

21st December 2018	Prioritised (ranked) lists back to the Local Authority	15th March 2019	Prioritised (ranked) lists back to the Local Authority
21st January 2019	Further exchange of lists with other admission authorities		
11th February 2019	No changes at all can be made to offer letters after this date	1st April 2019	No changes at all can be made to offer letters after this date
18th February 2019	Issue finalised offer lists to secondary schools / academies	8th April 2019	Issue finalised offer lists to primary schools / academies
1st March 2019	Issue offer letters (statutory date is 1st March or the next working day)	16th April 2019	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 online system will go live on that day allowing online 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 online system notifications.