

CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2020/2021

SEPTEMBER 2020 INTAKES



SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1st September 2019	Online application system goes live and requests for paper forms / booklets accepted and considered	1st September 2019	Online application system goes live and requests for paper forms / booklets accepted and considered
31st October 2019	Closing date for applications (statutory)	15th January 2020	Closing date for applications (statutory)
4th November 2019	Primary schools / academies to forward any paper applications to Area Pupil Access Teams		
22 November 2019	Preferences information exchange with other Local Authorities	31 January 2020	Preferences information exchange with other Local Authorities
2 December 2019	Information to be exchanged with Own Admission Authority Schools	7th February 2020	Information to be exchanged with Own Admission Authority Schools
13th December 2019	Admission authority to confirm intention to exceed PAN with the LA	14th February 2020	Admission authority to confirm intention to exceed PAN with the LA

27 December 2019	Prioritised (ranked) lists back to the Local Authority	22th March 2020	Prioritised (ranked) lists back to the Local Authority
20 January 2020	Further exchange of lists with other admission authorities		
10th February 2020	No changes at all can be made to offer letters after this date	1st April 2020	No changes at all can be made to offer letters after this date
25th February 2020	Issue finalised offer lists to secondary schools / academies	14th April 2020	Issue finalised offer lists to primary schools / academies
Monday 2 March 2020	Issue offer letters/emails. (statutory date is 1st March or the next working day)	16th April 2020	Issue offer letters/emails (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.