

CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2025/2026
SEPTEMBER 2025 INTAKES

SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION

1 September 2024	Online application system goes live and requests for paper forms / booklets accepted and considered	1 September 2024	Online application system goes live and requests for paper forms / booklets accepted and considered
31 October 2024	Closing date for applications (statutory)	15 January 2025	Closing date for applications (statutory)
4 November 2024	Secondary schools / academies to forward any paper applications to Area Pupil Access Teams	17 January 2025	Primary schools / academies to forward any paper applications to Area Pupil Access Teams
20 November 2024	Preferences information exchange with other Local Authorities	29 January 2025	Preferences information exchange with other Local Authorities
4 December 2024	Information to be exchanged with Own Admission Authority Schools	5 February 2025	Information to be exchanged with Own Admission Authority Schools
11 December 2024	Admission authority to confirm intention to exceed PAN with the LA	10 February 2024	Admission authority to confirm intention to exceed PAN with the LA
18 December 2024	Prioritised (ranked) lists back to the Local Authority	28 February 2025	No further address changes can be accepted.
15 January 2025	No further address changes can be accepted.	18 March 2025	Prioritised (ranked) lists back to the Local Authority
22 January 2025	Further exchange of lists with other admission authorities	25 March 2025	Further exchange of lists with other admission authorities
12 February 2025	No changes at all can be made to offer letters after this date	28 March 2025	No changes at all can be made to offer letters after this date

24 February 2025	Issue finalised offer lists to secondary schools / academies	16 April 2025	Issue finalised offer lists to primary schools / academies
3 March 2025**	Issue offer letters/emails. (statutory date is 1st March or the next working day)	16 April 2025	Issue offer letters/emails. (statutory date or next working day)

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 the next working day.