

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



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

<b>21st December 2018</b>	Prioritised (ranked) lists back to the Local Authority	<b>15th March 2019</b>	Prioritised (ranked) lists back to the Local Authority
<b>21st January 2019</b>	Further exchange of lists with other admission authorities		
<b>11th February 2019</b>	No changes at all can be made to offer letters after this date	<b>1st April 2019</b>	No changes at all can be made to offer letters after this date
<b>18th February 2019</b>	Issue finalised offer lists to secondary schools / academies	<b>8th April 2019</b>	Issue finalised offer lists to primary schools / academies
<b>1<sup>st</sup> March 2019</b>	<b>Issue offer letters (statutory date is 1<sup>st</sup> March or the next working day)</b>	<b>16th April 2019</b>	<b>Issue offer letters (statutory dates)</b>

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.