

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

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

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