

**CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2022/2023
SEPTEMBER 2022 INTAKES**



SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1 September 2021	Online application system goes live and requests for paper forms / booklets accepted and considered	1 September 2021	Online application system goes live and requests for paper forms / booklets accepted and considered
31 October 2021	Closing date for applications (statutory)	15 January 2022	Closing date for applications (statutory)
8 November 2021	Secondary schools / academies to forward any paper applications to Area Pupil Access Teams	21 January 2022	Primary schools / academies to forward any paper applications to Area Pupil Access Teams
22 November 2021	Preferences information exchange with other Local Authorities	28 January 2022	Preferences information exchange with other Local Authorities
6 December 2021	Information to be exchanged with Own Admission Authority Schools	4 February 2022	Information to be exchanged with Own Admission Authority Schools

13 December 2021	Admission authority to confirm intention to exceed PAN with the LA	11 February 2022	Admission authority to confirm intention to exceed PAN with the LA
17 December 2021	Prioritised (ranked) lists back to the Local Authority	28 February 2022	No further address changes can be accepted.
15 January 2022	No further address changes can be accepted.	18 March 2022	Prioritised (ranked) lists back to the Local Authority
24 January 2022	Further exchange of lists with other admission authorities	25 March 2022	Further exchange of lists with other admission authorities
14 February 2022	No changes at all can be made to offer letters after this date	1 April 2022	No changes at all can be made to offer letters after this date
25 February 2022	Issue finalised offer lists to secondary schools / academies	16 April 2022	Issue finalised offer lists to primary schools / academies
1 March 2022	Issue offer letters/emails. (statutory date is 1st March or the next working day)	18 April 2022	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.