

**CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2024/2025
SEPTEMBER 2024 INTAKES**

SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1 September 2023	Online application system goes live and requests for paper forms / booklets accepted and considered	1 September 2023	Online application system goes live and requests for paper forms / booklets accepted and considered

31 October 2023	Closing date for applications (statutory)	15 January 2024	Closing date for applications (statutory)
7 November 2023	Secondary schools / academies to forward any paper applications to Area Pupil Access Teams	19 January 2024	Primary schools / academies to forward any paper applications to Area Pupil Access Teams
20 November 2023	Preferences information exchange with other Local Authorities	29 January 2024	Preferences information exchange with other Local Authorities
4 December 2023	Information to be exchanged with Own Admission Authority Schools	5 February 2024	Information to be exchanged with Own Admission Authority Schools
11 December 2023	Admission authority to confirm intention to exceed PAN with the LA	9 February 2024	Admission authority to confirm intention to exceed PAN with the LA
18 December 2023	Prioritised (ranked) lists back to the Local Authority	28 February 2024	No further address changes can be accepted.
15 January 2024	No further address changes can be accepted.	18 March 2024	Prioritised (ranked) lists back to the Local Authority
22 January 2024	Further exchange of lists with other admission authorities	25 March 2024	Further exchange of lists with other admission authorities

12 February 2024	No changes at all can be made to offer letters after this date	28 March 2024	No changes at all can be made to offer letters after this date
23 February 2024	Issue finalised offer lists to secondary schools / academies	16 April 2024	Issue finalised offer lists to primary schools / academies
1 March 2024	Issue offer letters/emails. (statutory date is 1st March or the next working day)	16 April 2024	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.