

Coordinated Primary Admission Scheme 2025/26

TIMETABLE

3 September 2024	Round opens for primary school applications	Admission prospectus and common application forms published. Parent(s)/carer(s) can apply for a school place.
15 January 2025	Closing date for primary school applications	Parent(s)/carer(s) complete online application form / return common application form to the Local Authority. Applications must be submitted to the local authority by this date to be considered as 'on time' along with all supporting evidence.
Between 16 January 2025 and 2 February 2025	The Local Authority populates primary admissions database	Checks and resolves double bookings and liaises with other admission authorities and neighbouring local authorities.
3 February 2025	LA to provide AAs with details of children who have indicated their school as a preference	All preferences to be circulated between admission authorities.
28 February 2025	Deadline for admission authorities to apply its own admissions criteria	Each admission authority applies its own admissions criteria and must inform the Local Authority of the outcome of all on-time applications.
12 March 2025	Cut-off date for notification of exceptional change in circumstances	If there are exceptional reasons for the delay, then provided the application is received before "the cut-off date", a late application may be considered alongside the applications which were submitted on time. <i>Any information received after this date cannot be included in the initial allocation of school places, however it will be considered later in the process following the 16 April 2025.</i>
Between 3 March 2025 and 28 March 2025	LA's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools	The Local Authority checks all proposed offers against the primary school preference which parent(s)/carer(s) provided on their application and ensures that an alternative offer is made where necessary.
15 April 2025	The Local Authority confirms offers with all maintained primary schools	All maintained primary schools will be able to view all confirmed offers on the School Access Module (SAM) which includes confirmation of any alternative offers.
16 April 2025	National Offer Day	Offers made to parent(s)/carer(s) by the Local Authority. Parent(s)/carer(s) who applied online can view their offer on the online parent portal. Letters notifying parent(s)/carer(s) of the school at which a place has been offered will be emailed out to those who applied online or sent by post to parent(s)/carer(s) who applied using the paper application form.
1 May 2025	Deadline for parent(s)/carer(s) to accept or decline their offer of a place	Parent(s)/carer(s) who applied online will need to log onto the online parent portal to accept their offer of a school place. Those who applied by post will need to call the School Admissions Team.
21 May 2025	Closing date for appeals	Closing Date for receipt of appeal forms for appeals to be heard in June or July 2025.
June, July 2025	Appeals	Appeals considered by an independent appeal panel.