

**Co-ordinated Admissions Timetable PRIMARY Schools
September 2025 Admission**

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| Week commencing Monday 2 September 2024 | Letters to nurseries/schools |
| Friday 6 September 2024 | Letters handed out to parents |
| Friday 6 September 2024 | Online system available up until closing date |
| 4.30pm Wednesday 15 January 2025 (National Closing Date) | Closing date for Primary applications. Online applications not available after this date. |
| Monday 20 January 2025 | Details of preference data sent to VA and Academy Primary Schools |
| Tuesday 28 January 2025 | Exchange preference data with other LAs |
| Wednesday 12 February 2025 | Details received from other LAs to be sent to VA and Academy Primary Schools |
| Tuesday 25 February 2025 | VA and Academy schools provide the Authority with list of offers/refusals |
| Friday 14 March 2025 | Authority exchanges offers/refusals with other LAs |
| Monday 24 March 2025 | LA to match the provisional offers of places against each parent's ranking |
| By Thursday 10 April 2025 | Schools will be notified which pupils have been allocated places at their schools |
| Wednesday 16 April 2025 (National Offer Day) | Primary 'Offer Day' notification sent to parents |
| Tuesday 22 April 2025 | Initial deadline for parents to return acceptance slip for oversubscribed schools only (reminder letters to be sent) |
| Tuesday 22 April 2025 | Deadline for parents to request to place their child's name on a waiting list |
| Tuesday 22 April 2025 | Deadline for parents to request an appeal form for Primary Schools |
| Wednesday 23 April 2025 | Appeal forms sent out where requested |
| Friday 25 April 2025 | Authority will allocate any places that have become available for oversubscribed schools |
| Thursday 1 May 2025 | Where parents have not returned their acceptance slip for oversubscribed schools the Authority may withdraw the offer of the school place (Community Schools only) |
| Tuesday 20 May 2025 | Deadline for appeal forms to be returned |
| By Friday 23 May 2025 | Appeal hearing notice sent to parents |
| From week commencing Monday 16 June 2025 | Appeals to be heard |
| 31 December 2025 | No waiting list available after this date |