

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

<b>Week commencing Monday 2 September 2024</b>	<b>Letter sent to Primary Schools</b>
<b>Friday 9 September 2024</b>	<b>Letters handed out to parents</b>
<b>Friday 9 September 2024</b>	<b>Online system available up until closing date</b>
<b>Monday 9 September - Friday 5 October 2024</b>	<b>Open Evenings with prospective year 7 pupils</b>
<b>4.30pm on Thursday 31 October 2024 (National Closing Date)</b>	<b>Closing date for Secondary applications. Online applications are not available after the closing date.</b>
<b>Friday 8 November 2024</b>	<b>Details of preference data to be sent to VA and Academy Secondary Schools</b>
<b>Friday 8 November 2024</b>	<b>Exchange preference data with other LAs</b>
<b>Friday 22 November 2024</b>	<b>Details received from other LAs to be sent to VA and Academy Secondary Schools</b>
<b>Monday 6 January 2025</b>	<b>VA and Academy schools provide the Authority with list of offers/refusals</b>
<b>Wednesday 15 January 2025</b>	<b>Authority exchanges offers/refusals with other LAs</b>
<b>Friday 24 January 2025</b>	<b>LA to match the provisional offers of places against each parent's ranking</b>
<b>By Friday 21 February 2025</b>	<b>Schools will be notified which pupils have been allocated places at their schools</b>
<b>Monday 3 March 2025 (National Offer Day 1 March 2025)</b>	<b>Secondary 'Offer Day' notification sent to parents</b>
<b>Friday 14 March 2025</b>	<b>Initial deadline for parents to return acceptance slip for oversubscribed schools only (reminder letters to be sent)</b>
<b>Friday 14 March 2025</b>	<b>Deadline for parents to request to place their child's name on a waiting list</b>
<b>Friday 14 March 2025</b>	<b>Deadline for parents to request an appeal form for Secondary Schools</b>
<b>Tuesday 18 March 2025</b>	<b>Authority will allocate any places that have become available for oversubscribed schools</b>
<b>Monday 17 March 2025</b>	<b>Appeal forms sent out where requested</b>
<b>Friday 28 March 2025</b>	<b>Where parents have not returned their acceptance slip for oversubscribed schools the Authority may withdraw the offer of the school place (Community Schools only)</b>
<b>Friday 25 April 2025</b>	<b>Deadline for appeal forms to be returned</b>
<b>By Monday 12 May 2025</b>	<b>Appeal hearing notice sent to parents</b>
<b>From week commencing 2 June 2025</b>	<b>Appeals to be heard</b>
<b>31 December 2025</b>	<b>No waiting list available after this date</b>