

Co-ordinated Admissions Timetable **SECONDARY Schools
September 2024 Admission**

Week commencing Monday 4 September 2023	Letter sent to Primary Schools
Friday 8 September 2023	Letters handed out to parents
Friday 8 September 2023	Online system available up until closing date
Monday 11 September - Friday 6 October 2023	Open Evenings with prospective year 7 pupils
4.30pm on Tuesday 31 October 2023 (National Closing Date)	Closing date for Secondary applications. Online applications are not available after the closing date.
Friday 10 November 2023	Details of preference data to be sent to VA and Academy Secondary Schools
Friday 10 November 2023	Exchange preference data with other LAs
Friday 24 November 2023	Details received from other LAs to be sent to VA and Academy Secondary Schools
Monday 8 January 2024	VA and Academy schools provide the Authority with list of offers/refusals
Wednesday 17 January 2024	Authority exchanges offers/refusals with other LAs
Friday 26 January 2024	LA to match the provisional offers of places against each parent's ranking
By Friday 16 February 2024	Schools will be notified which pupils have been allocated places at their schools
Friday 1 March 2024 (National Offer Day)	Secondary 'Offer Day' notification sent to parents
Monday 11 March 2024	Initial deadline for parents to return acceptance slip for oversubscribed schools only (reminder letters to be sent)
Monday 11 March 2024	Deadline for parents to request to place their child's name on a waiting list
Monday 11 March 2024	Deadline for parents to request an appeal form for Secondary Schools
Thursday 14 March 2024	Authority will allocate any places that have become available for oversubscribed schools
Friday 15 March 2024	Appeal forms sent out where requested
Thursday 28 March 2024	Where parents have not returned their acceptance slip for oversubscribed schools the Authority may withdraw the offer of the school place (Community Schools only)
Friday 26 April 2024	Deadline for appeal forms to be returned
By Monday 13 May 2024	Appeal hearing notice sent to parents
From week commencing 3 June 2024	Appeals to be heard
31 December 2024	No waiting list available after this date