

2024 School Admission Round – Key Dates

	Secondary	Primary
Admission round opens:	4 September 2023	4 September 2023
Admission round closing date: <i>Including all supporting evidence (medical, social, welfare need / Baptism)</i>	31 October 2023	15 January 2024
Data sharing with other LAs:	tbc	tbc
LA to provide AAs with details of children who have indicated their school as a preference (on-time applications):	28 November 2023	26 January 2024
Local Authority medical, social, welfare need Panel:	13 December 2023	7 February 2024
School cut-off date for criteria to be inputted on SAM (on-time applications).	15 December 2023	23 February 2024
LA will check and consider all preferences and allocate school offers:	2 January 2024 till 2 February 2024	26 February 2024 till 22 March 2024
Change of preference/late online applications cut-off date (exceptional circumstances accepted as on-time applications – to be confirmed by AA):	26 January 2024	11 March 2024
National offer day:	1 March 2024	16 April 2024
Parental acceptance deadline:	14 March 2024	29 April 2024
Closing date for appeals (to be heard on-time):	29 March 2024	17 May 2024

LCC Timetable:

Secondary

Date	Action
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)
7 November 2023	Secondary schools / academies to forward any paper applications to Area Pupil Access Teams
21 November 2023	Preferences information exchange with other Local Authorities
5 December 2023	Information to be exchanged with Own Admission Authority Schools
12 December 2023	Admission authority to confirm intention to exceed PAN with the LA
18 December 2023	Prioritised (ranked) lists back to the Local Authority
15 January 2024	No further address changes can be accepted.
23 January 2024	Further exchange of lists with other admission authorities
13 February 2024	No changes at all can be made to offer letters after this date
24 February 2024	Issue finalised offer lists to secondary schools / academies
1 March 2024	Issue offer letters/emails. (statutory date is 1 st March or the next working day)

Primary

Date	Action
1 September 2023	Online application system goes live and requests for paper forms / booklets accepted and considered
Sunday 15 January 2024	Closing date for applications (statutory)
20 January 2024	Primary schools / academies to forward any paper applications to Area Pupil Access Teams
27 January 2024	Preferences information exchange with other Local Authorities
3 February 2024	Information to be exchanged with Own Admission Authority Schools
10 February 2024	Admission authority to confirm intention to exceed PAN with the LA
28 February 2024	No further address changes can be accepted.
17 March 2024	Prioritised (ranked) lists back to the Local Authority
24 March 2024	Further exchange of lists with other admission authorities
31 March 2024	No changes at all can be made to offer letters after this date
16 April 2024	Issue finalised offer lists to primary schools / academies
16 April 2024	Issue offer letters/emails. (statutory date or next working day)