

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

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