

Reception class coordinated admissions timetable 2019

15 January 2019	Closing date for Common Application Forms to be submitted to the LA by parents/carers
VA Schools only 13 February 2019	<p>Details of applicants will be sent to VA schools. VA schools should do the following;</p> <p>Cross check list of applicants with supplementary forms VA schools should send details as soon as possible of any applicants who have not submitted an application to the LA, so as this can be resolved before ranking.</p> <p>Verify sibling details provided If needed the VA schools can query sibling details provided with the LA. VA schools should inform parent/guardian of applicants whose sibling details have not been verified.</p> <p>Rank all applicants in accordance with the VA schools over subscription criteria. Applicants should be ranked in sequential order and all applicants applying for a place should have a rank number.</p>
Community schools only 13 February 2019	Siblings details sent to community schools to be verified
18-22 February 2019	HALF TERM
Community schools only 8 March 2019	Community schools to provide LA with verified/non verified list of siblings
VA Schools only 8 March 2019	<p>VA schools to provide the LA with ranked list of applicants</p> <p><u>NB</u> All children who have made an application for a VA school must be ranked</p>
8 – 22 April 2019	GOOD FRIDAY and SPRING BREAK
16 April 2019	LA posts letters to inform parents/guardians of the outcome of their application
16 – 30 April 2019	Schools can view acceptance and refusal of offers for their school via the eadmissions system. This is real time information, as and when a parent accepts/declines an offer online. Please note this is only available for those who applied online.
30 April 2019	Deadline for offers to be accepted by parent/guardians
6 May 2019	MAY DAY BANK HOLIDAY
10 May 2019	<p>LA will update schools of who has accepted/withdrawn/not responded</p> <p>Any places that subsequently become available for community schools will be offered from the waiting list in accordance with the published admissions criteria</p>

	<p>LA will inform the VA schools of the next pupil/s on the waiting list held by the LA (this waiting is created from the returned ranking list). Once the LA has confirmation from the VA school the next pupil/s to be offered the LA will send the offer letter/s</p>
<p>13 May 2019 onwards</p>	<p>On request, the LA will send schools updated offers, acceptances and withdrawals.</p> <p>The LA will continue to coordinate offers for all schools until the end of the next academic year. Each school will receive their waiting list and the school will be responsible for managing offers from that point onwards.</p>
<p>27 - 31 May 2019</p>	<p>HALF TERM</p>