

PAN-LONDON CO-ORDINATED SYSTEM

**City of London Corporation Scheme Template Coordination of
Admissions to Year 7 and Reception in Maintained Schools and
Academies in 2027/28**

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Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter/Email”	the agreed form of letter/email sent to applicants on the Prescribed Day which communicates any determination

granting or refusing admission to a primary or secondary school, which is attached as Schedule 2

“the Prescribed Day”	the day on which outcome letters/emails are sent to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

Template Scheme for Coordination of Admissions to Year 7 in 2027/28

The City has considered all mandatory requirements of the School Admissions Code, which is issued by the Department for Education while drafting this scheme.

There is one maintained primary school within the City, which is a Voluntary Aided Church of England Secondary School. There are no maintained secondary schools within the City.

Definition of Parent

A parent is a person who has parental responsibility for or is the legal guardian of the child.

Address verification policy

All applicants must adhere to the address verification policy detailed in schedule 4.

Applications

1. The City may commission a partner organisation to carry out some of the Local Admission System functions.
2. The City will advise home LAs of their resident pupils on roll in nursery class at the maintained school within the City, who are eligible to transfer to reception in the forthcoming academic year.
3. Applications from residents of City will be made on City's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1. These will be supplemented by any additional fields and information which are deemed necessary by City to enable the admission authorities in the City to apply their published oversubscription criteria.
4. The City will take all reasonable steps to ensure that every parent/carer who is resident in the City and has a child within the eligible cohort, either in the City or any other maintaining LA, is informed of how they can obtain a copy of the City's composite prospectus/admissions brochure, including details of how to apply online. The prospectus will be available online and hard copies of both the prospectus and Common Application Form will be made available on request.
5. The admission authority within the City will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authority within the City, the City will seek to ensure that these only collect information which is required by the published oversubscription criteria in accordance with paragraph 2.4 of the School Admissions Code 2021.
6. Where supplementary information forms are used by admission authorities in the City, they will be available on the City's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. The City's admission booklet and website will indicate the school within the City that requires a supplementary form to be completed and where it can be obtained.
7. Where an admission authority within the City receives a supplementary information

form, the City will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.

8. Applicants will be able apply to the maintained school within the City and other maintained schools and academies outside the City. They can express a preference for up to six maintained primary schools or academies.
9. The order of preference given on the Common Application Form will not be revealed to the school within the City, in accordance with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident within the City expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
10. The City of London undertakes to carry out the address verification process as set out in Schedule 4. This will in all cases include validation of resident applicants against City's primary school data and the further investigation of any discrepancy. Where City is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 10 December 2026.
11. The City will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by 13 November 2026.
12. The City will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the City whose parent/guardian wishes them to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by 13 November 2026.

Processing

13. Applicants resident within the City must complete the Common Application Form, which will be available and able to be submitted on-line, to the City by 31 October 2026.
14. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of City's scheme, will be up-loaded to the PLR by 13 November 2026. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. The City will accept late applications for City residents and consider them to be on-time only if they are late for exceptional reasons that prevented the application being submitted by the closing date. Such cases will be considered until 7 December 2026 after which they will be deemed late regardless of the circumstances. The City alone will determine, on the merits of the case, if a late application can be considered on-time.
16. Where such late applications are considered to be on-time and contain preferences for schools in other LAs, the City will forward the details to maintaining LAs via the PLR as they are received. The City will accept late applications which are considered to be on-time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be

on-time within the terms of the home LA's scheme is 10 December 2026.

18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to 7 December 2026, on the basis that an on-time application already exists within the Pan-London system.

19. The City will participate in the application data checking exercise scheduled between 11 December 2026 and 4 January 2027 in the Pan-London timetable in Schedule 3A.
20. The LAS of the City will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until 12 February 2027 if this is sooner.
21. The City will not make an additional offer between the end of the iterative process and 1 March 2027 which may impact on an offer being made by another participating LA.
22. Notwithstanding paragraph 20, if an error is identified within the allocation of places, the City will liaise with the LA concerned to attempt to resolve the correct offer and any multiple offers which might occur. However, if the matter is unresolvable, or if the impact is too far reaching, the City will accept that the applicant(s) affected might receive a multiple offer.
23. The City will participate in the offer data checking exercise scheduled between 16 and 24 February 2027 in the Pan-London timetable in Schedule 3A.
24. The City will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 25 February 2027. (33 London LAs & Surrey LA only).

Offers

25. The City will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. This will normally be at the nearest maintained school or academy with a vacancy (subject to the approval of the admission authority of that school).
26. The City will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
27. The City's outcome letter/email will include the information set out in Schedule 2.
28. On 1 March 2027, the City will send notification of the outcome to resident applicants by email.
29. The City will provide City primary schools with destination data of its resident applicants by the end of the summer term 2027.

Post Offer

30. The City will request that resident applicants accept or decline the offer of a place by 15 March 2027 or within two weeks of the date of any subsequent offer. If they do not respond by this date the City will make every reasonable effort to contact the parent/carer to find out whether or not, they wish to accept the place. Only where the parent/carer fails to respond and the City can demonstrate that every reasonable effort has been made to contact the parent/carer, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent/carer has not responded to the offer within a reasonable time).
31. Where an applicant resident in the City accepts or declines a place in a school within the area of another LA by 15 March 2027, the City will forward the information to the maintaining LA by 22 March 2027. Where such information is received from applicants after 15 March 2027, the City will pass it to the maintaining LA as it is received.
32. When acting as a home LA, when the City is informed by a maintaining LA of an offer which can be made to an applicant resident in the City which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
33. Where the City is informed by a maintaining LA of an offer which can be made to an applicant resident in the City which is ranked higher on the Common Application Form than any school already offered, the City will inform the applicant of the offer.
34. Where the City has received a request and has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraph 32 and 33 shall apply to the revised order of preferences.
35. The City will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
36. Applicants may express additional preferences before the start of the school term. The

number of additional preferences will be unrestricted.

37. The City does not operate a waiting list because it is not an admissions authority.

Template Scheme for Coordination of Admissions to Reception in 2027/28

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1. The City may commission a partner organisation to carry out some of the Local Admission System functions.
2. The City will advise home LAs of their resident pupils on roll in nursery class at the maintained school within the City, who are eligible to transfer to reception in the forthcoming academic year.
3. Applications from City residents will be made on the City's Common Application Form, which will be available to be submitted on-line. This will include all the fields and information specified in Schedule 1. These will be supplemented by any additional fields and information which are deemed necessary by the City to enable the admission authority in the City to apply their published oversubscription criteria.
4. The City will take all reasonable steps to ensure that every parent/carer who is resident in the City and has a child within the eligible cohort, either in the City or any other maintaining LA, is informed of how they can obtain a copy of the City's composite prospectus/admissions brochure, including details of how to apply online. The prospectus will be available online and hard copies of both the prospectus and Common Application Form will be made available on request.
5. The admission authorities within the City will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within the City, the City will seek to ensure that these are used to collect information, which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
6. Where supplementary information forms are used by admission authorities in the City, they will be available on the City's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. The City's admissions guide and website will indicate which schools in the City require supplementary forms to be completed and where they can be obtained.
7. Where a school in the City receives a supplementary information form, the City will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.

8. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
9. The order of preference given on the Common Application Form will not be revealed to a school within the area of the City. This is to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in the City expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
10. The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (15 January 2026).
11. Only one address can be used for school admission purposes, and the final decision will rest with the City.
12. The City undertakes to carry out the address verification process set out in Schedule 4 below. This will in all cases include validation of resident applicants against the City's maintained nursery and primary school data and further investigation of any discrepancy. Where the City is not satisfied to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 5 February 2027.
13. The City will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' by a local authority in England or 'Previously looked after', including those who appear to have been in state care outside of England, and have recently been adopted (or made subject to a child-arrangements order or special guardianship order) immediately after being looked after and will provide any additional evidence on receipt of a reasonable request to the Maintaining LA in respect of a preference for a school in its area by 5 February 2027.
14. This City will advise a maintaining LA of the reason for any preference expressed for the school in its area, in respect of a resident child born outside of the correct age cohort and will forward any supporting documentation to the maintaining LA by 5 February 2027.

Processing

15. Applicants' resident within the City must either submit online or return the Common Application Form to the City by 15 January 2027.
16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of the City's scheme, will be up-loaded to the PLR by 5 February 2027. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. The City shall, in consultation with the admission authority within the City process preference data and apply published oversubscription criteria within the framework of the Pan-London timetable in Schedule 3B.
18. The city will accept late applications for City residents and consider them to be on-time only if they are late for exceptional reasons that prevented the application being submitted by the closing date. Such cases will be considered until 11 February 2027 after which they will be deemed late regardless of the circumstances. The City alone will determine, on the merits of the case, if a late application can be considered on-time.
19. Where such late applications are considered to be on-time and contain preferences for

schools in other LAs, the City will forward the details to maintaining LAs via the PLR as they are received. The City will accept late applications which are considered to be on-time within the terms of the home LA's scheme.

20. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is 12 February 2027.
21. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to 12 February 2027, on the basis that an on-time application already exists within the Pan-London system.
22. The City will participate in the application data checking exercise scheduled between 15 and 22 February 2027 in the Pan-London timetable in Schedule 3B.
23. All preferences for school within the City will be considered by the relevant admission authority without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authority within the City provides a list of applicants in criteria order to the City, the City shall, for each applicant to its school for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
24. The City will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for its maintained school before uploading data to the PLR.
25. The City will upload the highest potential offer available to an applicant for its maintained school to the PLR by 17 March 2027. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
26. The LAS of the City will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until 24 March 2027 if this is sooner.
27. The City will not make an additional offer between the end of the iterative process and 16 April 2027 which may impact on an offer being made by another participating LA.
28. Notwithstanding paragraph 23, if an error is identified within the allocation of places at the maintained school, the City will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) the City will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, the City will accept that the applicant(s) affected might receive a multiple offer.
29. The City will participate in the offer data checking exercise scheduled between 25 March and 8 April 2027 in the Pan-London timetable in Schedule 3B.
30. The City will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 13 April 2027. (33 London LAs & Surrey LA only).

Offers

31. The City will ensure that, if there are places available, each resident applicant who cannot

be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.12 of the School Admissions Code 2021. This will normally be at the nearest maintained school or academy with a vacancy (subject to the approval of the admission authority of that school).

32. The City will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
33. The City's outcome email will include the information set out in Schedule 2.
34. On 16 April 2027, the City will send notification of the outcome to resident applicants by email.
35. The City will provide nursery and primary schools with destination data of its resident applicants by the end of the summer term 2027.
36. **Post Offer**
37. The City will request that resident applicants accept or decline the offer of a place by 30 April 2027, or within two weeks of the date of any subsequent offer.
38. Where an applicant resident in the City accepts or declines a place in a school maintained by another LA by 30 April 2027, the City will forward the information to the maintaining LA by 6 May 2027. Where such information is received from applicants after 30 April 2027, the City will pass it to the maintaining LA as it is received.
39. Where a place becomes available in the oversubscribed maintained school in the City, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
40. Where a place becomes available at an oversubscribed maintained school within the City, the admission authority shall notify the City of the vacancy from its maintained waiting list. The City shall then notify the home local authority, where different, so that the home local authority may make the offer to an applicant resident in its area.
41. When acting as a maintaining LA, the City and the admissions authority within it, will not inform an applicant resident in another LA that a place can be offered.
42. The City will offer a place at the maintained school in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
43. Where the City is informed by a maintaining LA of an offer which can be made to an applicant resident in the City's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
44. Where the City, acting as a home LA, has agreed to request for a change of preference or preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 42 and 43 shall apply to the revised order of preferences.
45. The City will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

46. When acting as a maintaining LA, the City will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for the maintained schools in its area.
47. Applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted.
48. The City does not operate a waiting list because it is not an admissions authority.

SCHEDULE 1

Minimum Content of Common Application Form for Admissions to Year 7 and Reception in 2027/28

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current school
Address of current school (if outside home LA)

Parent's details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Preference details (x 6 recommended):

Name of school
Address of school
Preference ranking
Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have an Education, Health and Care Plan Y/N*
Is the child a 'Child Looked After (CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N
If yes, name of responsible local authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Signature of parent or guardian
Date of signature

*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

SCHEDULE 2

Template Outcome Letter/Email for Admissions to Year 7 and Reception in 2027/28

From: Home LA

Date: **1 March 2027 (sec)**
16 April 2027 (prim)

Dear Parent/Carer,

Application for a Secondary / Primary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants had a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name be placed on the waiting list for a school which has a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{Your child's name has been placed on the waiting list for any school which has a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

*Please return the reply slip to me by **15 March 2027 (sec)** / **30 April 2027 (prim)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters/emails should include the paragraphs in italics only)

SCHEDULE 3A

Timetable for Admissions to Year 7 in 2027/28

Date & working days	Process	Paragraph
Sat 31 Oct 2026 <i>10 days</i>	Statutory deadline for receipt of applications	12
Fri 13 Nov 2026 <i>20 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10, 11, 13
Mon 7 Dec 2026	Deadline for receipt of late applications considered as “on-time” from parents to Home LA.	9,17
Thurs 10 Dec 2026	Deadline for the upload of late applications considered as “on-time” to the PLR.	9, 17
Fri 11 Dec 2026 – Mon 4 Jan 2027	Checking of application data	19
Wed 6 Jan 2027 <i>20 days</i>	Ranking applications	19, 20, 21
Fri 29 Jan 2027 <i>10 days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Fri 12 Feb 2027	Final ALT file to PLR	23
Tue 16 – Wed 24 Feb 2027 <i>6 days</i>	Checking of offer data	26
Thurs 25 Feb 2027 <i>2 days</i>	Deadline for on-line ALT file to portal	27
Mon 1 Mar 2027 <i>10 days</i>	Offer emails sent/letters posted.	24, 31
Mon 15 Mar 2027 <i>5 days</i>	Deadline for return of acceptances	33, 34
Mon 22 Mar 2027	Deadline for transfer of acceptances to maintaining LAs	34

Half term 2027 – Monday 15 February to Friday 19 February

Easter 2027 – Friday 26 March to Friday 9 April

SCHEDULE 3B

Timetable for Admissions to Reception in 2027/28

Date & working days	Process	Paragraph
Fri 15 Jan 2027 <i>15 days</i>	Statutory deadline for receipt of applications	11
Fri 5 Feb 2027 <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Thurs 11 Feb 2027	Deadline for the receipt of late applications considered as “on-time” from parents to Home LA.	8, 16
Fri 12 Feb 2027	Deadline for the upload of late applications considered as “on-time” to the PLR.	8, 16
Mon 15 – Mon 22 Feb 2027	Checking of application data	18
Fri 26 Feb 2027 <i>17 days</i>	Ranking applications	19, 20
Wed 17 Mar 2027 <i>6 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Mon 22 Mar 2027	Final ALT file to PLR	22
Thurs 25 Mar - Thurs 8 Apr 2027	Checking of offer data Checking of offer data ends	25
Tues 13 Apr 2027	Deadline for on-line ALT file to portal	26
Fri 16 April 2027 <i>10 days</i>	Offer emails sent/letters posted.	23, 30
Fri 30 April 2027 <i>5 days</i>	Deadline for receipt of acceptances	32, 33
Thurs 6 May 2027	Deadline for transfer of acceptances to maintaining LAs	33

Half term 2027 – Monday 15 February to Friday 19 February

Easter 2027 – Friday 26 March to Friday 9 April