**Key EYFS & HLN Dates for Academic Year 2024-25**

**Preparation for Spring Panel (Main Panel) 2025**

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| September/October 2024 | School and PVI setting identification of pupils |
| **PVI Submission Deadline:**  Friday 22nd November 2024 | **Early Years Settings** are required to submit for following years: -2 and -1 (Foundation 1). Moderation Details to follow. |
| **School Moderation:**  5th, 6th & 7th November 2024 | 3-day in person panel, held at a central location TBC  (Please see attached document, previously sent out June 2024) |
| **School Submission Deadline:**  Friday 22nd November 2024 | **Primary Settings**  Rebids are required to submit for following years: 1, 3 & 5.  **Secondary Settings**  Rebids are required to submit for following years: 8, 9, 10 and 11.  Please ensure you check your Full Year Allocation Report for any ‘Decision Out of Process’ re-bid date’s.  **Please Note:**  Pupils with an EHCP are to be reviewed via the same process of non-EHCP learners. |
| **Submission of Requests:** | [Education.HLN@NottinghamCity.gov.uk](mailto:Education.HLN@NottinghamCity.gov.uk) (For Schools)  [EYFSSEND@NottinghamCity.gov.uk](mailto:EYFSSEND@NottinghamCity.gov.uk) (For PVI’s) |

**Spring Panel Dates**

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| Tuesday 14th January 2025 | EYFS panel am / Primary panel pm |
| Wednesday 15th January 2025 | Primary Panel Continuation |
| Thursday 16th January 2025 | Secondary Panel |
| Friday 17th January 2025 | Additional Panel Day if Required |
| **Note:** Schools that have not followed the new moderation process will have all requests rejected.  We aim to issue the panel result in the week commencing Monday 24th February 2025 | |

**Interim Panels**

For pupils new to setting or where there has been a significant change of need (evidence of discussion with a support service over change of need will be required for application to make it to panel)

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| **Deadline for Submission** | **Panel Date** |
| Friday 20th September 2024 | Thursday 10th October 2024 – Autumn Interim Panel |
| Friday 28th March 2025 | Thursday 24th April 2025 – Summer 1 Interim Panel |
| Friday 23rd May 2025 | Thursday 12th June 2025 – Summer 2 Interim Panel |
| **Note:** School moderation panel dates for the Summer 1 and Summer 2 panels will be communicated by the learning support team once the dates have been finalised  We aim to issue interim panel results two weeks after the panel date. | |

**Additional Information**

Due to the continued increase in requests being submitted after panel deadline dates, and taking in to account the complications and delays that this causes, going forward any requests received after the above deadline will not be accepted.