

Arbor Secondary

Academic Calendar 2026-2027: Key Dates and Routines

**This Academic Calendar provides a practical month-by-month overview of key Routines throughout the academic year.
Dates are provided for guidance only and should be verified against your Local Authority or Trust.**

Autumn Term

	Key Routines	Guidance	Important Dates 2026	Complete
September	Admit New Pupils/Students	Applicants and Admissions	On Pupil Arrival	
	Update Staff Service Records	Using the School Single Central Record (SCR) to check and update Staff Details		
	Checklist for September	September Troubleshooting		
	Allocate Candidate Exam Numbers and UCIs (Secondary)	Setting up Your In-House Exam Candidates		
October	Autumn Census	Autumn School Census 2026	1st October	
	January Exam Entries (Secondary)	Exam Entries Checklist		
	Autumn Census DfE Deadline		28th October	
November	School Workforce Census (SWC)	Preparing for the Workforce Census Workforce Census FAQ Workforce Census Help and Guidance	5th November	
	January Exam Seating Arrangements (Secondary)	Creating and Printing Exam Seating Plans		
December	School Workforce Census DfE Deadline		4th December	

Spring Term

	Key Routines	Guidance	Important Dates 2027	Complete
January	Spring Census	School Census Preparation Checklist	14th January	
	June Exam Entries Commence	Exam Entries Checklist		
	Timetabling Process Begins (Secondary)			
February	Spring Census Return Deadline		10th February	
	Examination Entry Deadline		19th February	
March	Create Pre-Admission Groups	Applicant Buckets and Intake Groups		
April	Issue Candidate Exam Timetables	Creating, Printing and Sharing Candidate Exam Timetables		
	Pupil Premium Import	Pupil Premium Import		

Summer Term

	Key Routines	Guidance	Important Dates 2027	Complete
May	Summer Census		20th May	
	End of Year Procedures Begin	New School Year Setup and Year End		
	Receive ATF	Import Data via ATF		
	Update Applicant Data	Applicants and Admissions		
June	Summer Census DfE Deadline		16th June	
July	Import Key Stage Results	Importing KS2 Results Using a CTF	Before End of Term	
	Leavers - Create and export CTF files	Off-Roll Leavers		
	New Parent Portal Accounts	Parent Portal and Parent App		
	End Of Year Reports	End of Year Reports		
	Complete End of Year Tasks			

Summer Holidays

	Key Routines	Guidance	Important Dates 2027	Complete
August	A-Level and GCSE Results Processing	Examination Bulletin 2026	11 th A-Level Results School 12 th Student Results Day 18 th GCSE Results School 19 th Student Results Day	
	Update Staff Records	End a Staff Member's Employment and Disabling Access		
	Add New Staff/Logins	Adding a New Staff Member		
	Arbor MIS Housekeeping			

Calendar View

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		
January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	31	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
9	10	11	12	13	14	15	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
16	17	18	19	20	21	22	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
23	24	25	26	27	28	29	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
30	31						27	28	29	30				25	26	27	28	29	30	31	29	30	31				

	Non – Academic Days (Weekends/Holidays)		Census Days		Census Deadline Days		Results Days
	Exam Entry Deadline						

Contact Information

If you're looking for Scomis' award-winning Service Desk, visit [MyScomis](#) or call us on this number. We look forward to helping you. Our Service Desk open hours are:

General Opening Hours

Monday – Thursday: 7.30am – 5.30pm

Friday: 7.30am – 5.00pm

Summer Holidays (August)

Monday – Friday: 9.00am – 5.00pm

GSCE & A Levels

7am – 5pm on results download

8am – 5pm results release day

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1.0 Creation of Document	August 2026	AC