

Bromcom Primary

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	How to Finalise Admissions	On Pupil Arrival	
	Allocate UPNs	How to amend and add a UPN		
	Update Staff Service Records	How To Add Staff Contract Information		
October	Autumn Census	Autumn 2025 School Census Homepage	1 st October	
	Reception Baseline Assessments	EYFS Profile Return Guide		
	Autumn Census DfE Deadline		28 th October	
November	School Workforce Census (SWC)	School Workforce Census	5 th November	
December	School Workforce Census DfE Deadline		4 th December	

Spring Term

	Key Routines	Guidance	Important Dates 2027	Complete
January	Spring Census		14 th January	
February	Spring Census Return Deadline		10 th February	
March	Create Pre-Admission Groups	Pre-Admissions Guide		
	Prepare Key Stage Returns			
	Financial End of Year (Maintained)	Finance End of Year Checklist	31 st March	
April	EYFS Profile Assessments Begin			
	Pupil Premium Import	How to manage Pupil Premium Students		

Summer Term

	Key Routines	Guidance	Important Dates 2027	Complete
May	Summer Census		20th May	
	End of Year Procedures Begin			
	Receive ATF	How to Add Pre-Admission Students using ATF and CTF Imports		
	Update Applicant Data			
	Key Stage 2 Assessments	KS2 Tests & Teacher Assessments (including Year 4 MTC) Guide	10-13th May	
June	Multiplication Tables Check (MTC)		7-18th June	
	Year 1 Phonics and Year 2 Re-checks Upload Deadline Day	Phonics Screening Check Guide – Bromcom – Documentation Centre	WC 14th June	
	Summer Census DfE Deadline		21st June	
	KS2 Upload Day		16th June	
July			25th June	
	Import Key Stage results	How to Import a CTF with KS2 Results	Before End of Term	
	Leavers - Create and export CTF files	How to Process a Student as a Leaver and Export the CTF		
	New MCAS Accounts	MyChildAtSchool (MCAS) Module Guidance		
	Clubs/Trips for Next Academic Year	Clubs & Trips Module Guidance		
	End of Year Reports			
	Complete End of Year Tasks			

Summer Holidays

	Key Routines	Guidance	Important Dates 2027	Complete
August	Update Staff Records	How To Add Staff Contract Information		
	Add New Staff/Logins	How to add a new Member of Staff How to Reinstate Leaver Staff Members		
	Bromcom MIS Housekeeping	How to carry out Administration Housekeeping Tasks		
	Financial EOY (Academies)	Finance End of Year Checklist	31 st August	

Calendar View

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Non – Academic Days (Weekends/Holidays)		Census Days		Census Deadline Days		Results Days
	Key Stage Assessment and Deadline Days				Exam Entry Deadline		Financial EOY

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

01392 385300

scomis@devon.gov.uk

Version	Date	Author
1.0 Creation of Document	August 2026	AC