

Bromcom 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	How to Finalise Admissions	On Pupil Arrival	
	Update Staff Service Records	How To Add Staff Contract Information		
	Allocate Candidate Exam Numbers and UCIs (Secondary)	How to Import Exam Candidate UCIs		
October	Autumn Census	Autumn 2025 School Census Homepage	1 st October	
	January Exam Entries (Secondary)	How to Manage Exam Entries/Submit Entry Files		
	Autumn Census DfE Deadline		28 th October	
November	School Workforce Census (SWC)	School Workforce Census	5 th November	
	January Exam Seating Arrangements (Secondary)	How to Add Exams Rooms/Seat Exam Candidates		
December	School Workforce Census DfE Deadline		4 th December	

Spring Term

	Key Routines	Guidance	Important Dates 2027	Complete
January	Spring Census		14th January	
	June Exam Entries Commence	How to Manage Exam Entries/Submit Entry Files		
	Timetabling Process Begins (Secondary)	Curriculum and Timetable Guidance for Schools' Return		
February	Spring Census Return Deadline		10th February	
	Examination Entry Deadline		19th February	
March	Create Pre-Admission Groups	Pre-Admissions Guide		
	Financial End of Year (Maintained)	Finance End of Year Checklist	31st March	
April	Issue Candidate Exam Timetables	How to Make Exam Entries		
	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			
	Summer Census DfE Deadline		16th June	
July	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		
	Complete End of Year Tasks			

Summer Holidays

	Key Routines	Guidance	Important Dates 2027	Complete
August	A-Level and GCSE Results Processing	Exams Results Day Guide	11 th A-Level Results School 12 th Student Results Day 18 th GCSE Results School 19 th Student Results Day	
	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							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