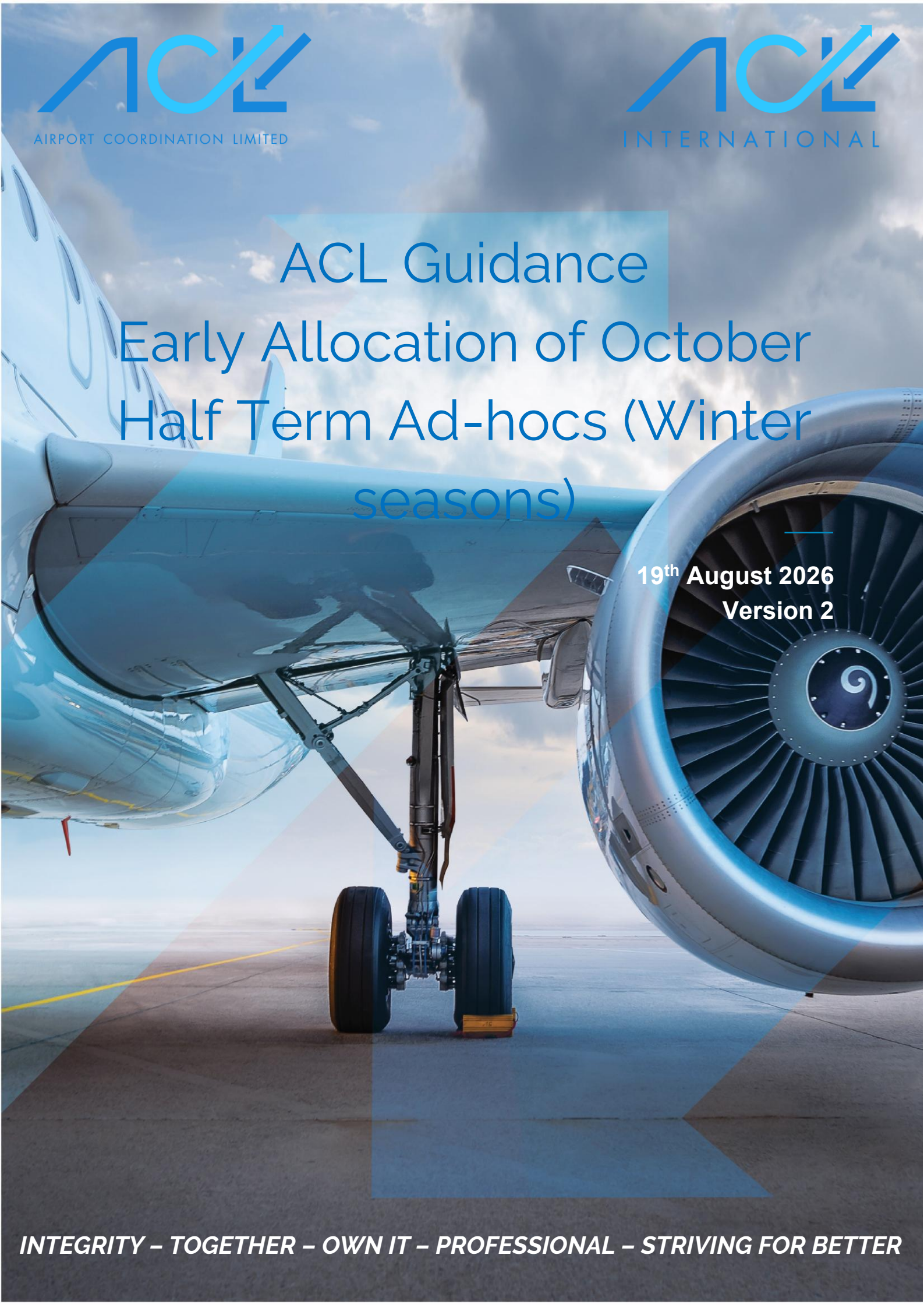
AIRPORT COORDINATION LIMITED

INTERNATIONAL

ACL Guidance Early Allocation of October Half Term Ad-hocs (Winter seasons)

19th August 2026
Version 2



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Guidance for Airlines at Airports: "Early allocation of October Half-Term Ad-hocs"

Version 2, 29th June 2026

Scope of Guidance

Scheduling Season:

- **Winter seasons**
- **W25 - Sun 26Oct – Mon 03Nov (9 dates)**
- **W26 - Sun 25Oct – Mon 02Nov (9 dates)**
- **W27 - Sun 31Oct – Mon 01Nov (2 dates)**
- **W28 - Sun 29Oct – Wed 01Nov (4 dates)**
- **W29 - Sun 28Oct – Thu 01Nov (5 dates)**
- **W30 - Sun 27Oct – Fri 01Nov (6 dates)**
- **W31 - Sun 26Oct – Mon 03Nov (9 dates)**

Note – Where Half-term falls inside the Summer season then 01Nov is used as end date to cover all the May-Oct flying. Where half term falls into Winter the last weekend of Half term is covered including the Monday to 2359z.(or in cases where half term falls early 01Nov to cover the 31Oct returns).

Airports included:

- **Birmingham (BHX), London Gatwick (LGW), Manchester (MAN), London Stansted (STN).**
- **Bristol (BRS), London City (LCY), London Heathrow (LHR) and London Luton (LTN) not included.**

Introduction

This document is intended to provide additional guidance to airlines about how to manage their initial submissions and the subsequent management of their ad-hoc waitlists in support of ACL's "Early allocation of October Half-Term Ad-hocs". Appendix 1 at the end of this document outlines the key dates of the process.

Initial Submissions

Following Initial Submissions Deadline ACL intend to follow standard WASG procedures and will not allocate any ad-hoc slots for the season during the Initial Coordination period.

ACL will consider allocating ad-hoc dates that are recognisable extensions to existing historic series as normal. Airlines should consider if requesting these ad-hoc extensions are necessary or whether they would be returned to the slot pool at a later date.

Airlines are free to submit for ad-hoc slot requests above their historic series slot requests as part of their Initial Submission. This provides early visibility of schedule demand. ACL encourage airlines to only submit for ad-hoc slots that they are planning to operate and to avoid speculative submissions.

ACL will not penalise airlines that submit for their ad-hoc requests after the Initial Submissions Deadline. Within the scope of this process, all ad-hoc requests received up to and including 1st August will be treated with equal priority regardless of when they were submitted so airlines

should not feel pressured to incorporate ad-hoc requests into their initial submissions if they do not wish to do so.

Post-SAL Activity

Following the SAL Deadline ACL will issue the SALs for season with any ad-hoc requests returned as "U" unable at this point. Airlines are free to manage their ad-hoc waitlists using standard WCR messages from this point.

To assist, airlines are requested to separate ad-hoc requests for the applicable period as separate records to those for any ad-hoc periods that may extend after half term.

Example:
An airline plans to operate the same ad-hoc (<5 consecutive weeks) slot for the first three Tuesdays of the season. They should submit two lines:
NXX9999 28OCT28OCT 0200000 200321 ZZF0900 C *(to be coordinated early as part of the process)*
NXX9999 04NOV11NOV 0200000 200321 ZZF0900 C *(to be coordinated after 31AUG HBD)*

ACL do not intend to create an "early" historic baseline, so airlines are encouraged to consider the following:

Ad-hoc slots which are to be created via ad-hoc changes to historic series should be held in the Live schedule unchanged until after the Baseline and Results Tables have been created shortly after the **31st August Historic Baseline Date (HBD)** – refer to the timeline outlined in Appendix 1. Making these changes pre-HBD will affect the historic determination of series when the Baseline is created.

Ad-hoc slot requests submitted by airlines and held on ACL's waitlist should not duplicate any planned ad-hoc changes to be made after the HBD. This is to ensure that the correct volume of pure ad-hoc slots above the historic series slot volumes are held on the waitlist.

Example:
An airline plans to operate the following schedule on the first day of the season:

- **16x** slots planned as unchanged from historic series held as of HBD;
- **2x** slots planned as ad-hoc changes to historic series held as of HBD (to be made after Baseline/Results Table created);
- **4x** slots planned as additional ad-hocs not linked to any historic series held as of HBD.
- **Total: 22x Slots**

The airline's ad-hoc waitlist for this day should only reflect a net increase of 4x ad-hoc slots above their historic series (unchanged and changed) holdings as of HBD (18x slots).

Ad-hoc slots for the period of the season outside of the scope of this process can be submitted at any time and managed in the normal way but will not be coordinated by ACL until shortly after the HBD – refer to the timeline outlined in Appendix 1.

Enquiries

Enquiries about the "Early allocation of October Half-Term ad-hocs" or this guidance should be directed to the relevant Coordination Leads for the above airports using the contacts provided on the ACL website airport page.

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Appendix 1: Key dates

ACL intend to run the process as follows:

15th July is the WASG Series Return Deadline (SRD) for airlines to return any series slots to the slot pool. ACL will reallocate series handbacks immediately from this date and allow the series waitlist a short period to react to SRD waitlist improvements before commencing the ad-hoc process. ACL will make any adjustments to the runway / terminal capacities as agreed with the airports.(ie. Closer to or at the Summer levels).

01**st August**, airlines should ensure that their ad-hoc waitlists for the October Half-Term period are fully up to date. This will be the effective "October Half- Term Ad-hoc Submissions Deadline" within the scope of this process. All ad-hoc submissions received by this date will receive equal priority on the waitlist.

First week of August, ACL will perform the initial allocation of the October Half-Term ad-hoc waitlists with results sent to carriers via SCR message during this period.

Second week of August, Airlines will be able to continue requesting schedule adjustments to ad-hoc slots within the October Half-Term period which ACL will coordinate subject to availability. All other ad-hoc requests for the period outside half term will be managed after the 31st August HBD in the normal manner.

By **31st August**, Airlines will make their final pre-HBD handbacks.

01st September, ACL will create the Historic Baseline schedules.

02nd September, ACL will create the Results Tables.

03rd September, normal process resumes. ACL will manage all remaining ad-hoc waitlists and airlines will be free to make any planned ad-hoc changes to their historic series within the normal flexibility parameters provided by ACL ("within 60mins" or <=59mins).

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