

Oxfordshire Primary School Admission Appeals Timetable (For academic year 2016/17)

Primary School Appeals Re: On-Time Applications (received by 15/01/17)	KEY DATES / DEADLINES	Notes
Allocation Day	Tuesday 18 April	
Deadline* for receipt of appeal form (20 school days from allocation day)	Monday 22 May	*Appeals will be accepted after this deadline but they may be heard with any late application appeals
Appeals heard between (Must be heard within 40 school days of deadline to lodge appeal)	Monday 12 June and Monday 4 September	

Re: Late Applications (received 16/01/17 – 05/05/17)	KEY DATES / DEADLINES	Notes
Allocation Day	Monday 12 June	
Deadline* for receipt of appeal form (20 school days from allocation day)	Monday 11 July	*Appeals will be accepted after this deadline but they may be heard with any late application appeals
Appeals heard between (Must be heard within 40 school days of deadline to lodge appeal)	Monday 4 September [^] and Monday 16 October [^]	[^] If appellants waive right to notice of hearing, appeals may be heard sooner where possible

Re: Later Applications (received 06/05/17 – 01/09/17)	DEADLINE	Notes
Appeals heard within.....	30 school days of appeal being lodged	Where an appeal in this category would have to be heard before any appeals for applications received 16/01/15 – 07/05/15 by applying the deadline of 30 school days, any such appeal would be heard at the same time as or after the other appeal(s) otherwise an injustice could occur and could be unfair.

Re: In Year Applications (received 02/09 – 20/07)	DEADLINE	Notes
Appeals heard within.....	30 school days of appeal being lodged	These appeals will not be heard before any later application appeals for same year group at a school

Notes:

Activity	Timescales	Notes
Notification of hearing date	At least 10 school days^ before hearing date unless waive rights to full notice period	^Unless waive right to this period of notice
<u>Deadline</u> for AA* to submit case papers	At least 9 working days before date of hearing	*AA = Admission Authority
AA* case papers sent to appellants, panel and clerk	At least 8 working days before date of hearing	*AA = Admission Authority
<u>Deadline</u>** for receipt of appellants' additional evidence/information	5 working days before date of hearing	** IMPORTANT: Where full grounds, additional evidence / information is received <u>after this deadline</u> , the Panel must decide (at start of hearing) whether any of this information is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing. To be certain all information / evidence is taken into account, it must be received by the specified deadline!
Appellant's additional evidence / information sent to AA, panel and clerk	4 working days before date of hearing	
Short decision letter sent	Within 1 working day of decision being made	
Full decision letter (with reasons) sent	Within 5 working days of decision being made but, e.g. where several appeals for same school, this may be extended to 20 working days	