

Oxfordshire Primary School Admission Appeals Timetable (For academic year 2015/16)

<u>Primary School Appeals</u> Re: On-Time Applications (received by 15/01/15)	KEY DATES / DEADLINES	Notes
Allocation Day	Thursday 16 April 2015	
<u>Deadline</u> * for receipt of appeal form (20 school days from allocation day)	Friday 15 May 2015	*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 8 June and Monday 20 July 2015	
Re: Late Applications (received 16/01/15 – 07/05/15)	KEY DATES / DEADLINES	Notes
Allocation Day	Thursday 11 June 2015	
<u>Deadline</u> * for receipt of appeal form (20 school days from allocation day)	Thursday 9 July 2015	*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 7 September [^] and Monday 19 October [^] 2015	[^] If appellants waive right to notice of hearing, appeals may be heard sooner where possible
Re: Later Applications (received 08/05/15 – 01/09/15)	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	<p>** 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.</p> <p>To be certain all information / evidence is taken into account, it must be received by the specified deadline!</p>
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	

Timeline of Admissions Appeals 2015

Date	Event
16/04/15	<i>Primary school allocation day:</i> For on time applications – received by 15/01/15
15/05/15	<u>Deadline</u> for receipt of primary school appeals (on time applications)
11/06/15	<i>Primary school late allocation day</i> (applications received 16/01/15 – 07/05/15)
08/06/15 - 20/07/15	On time applications - Primary school appeals heard
09/07/15	<u>Deadline</u> for receipt of Primary (late application) appeals (applications received 16/01/15 – 07/05/15)
07/09/15 – 19/10/15	Late applications – Primary school appeals heard (applications received 16/01/15 – 07/05/15)