

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

<u>Secondary School Appeals</u> Re On-Time applications (received by 31/10/14)	KEY DATES / DEADLINES	Notes
Allocation Day	Monday 2 March 2015	
<u>Deadline</u> * for receipt of appeal form (20 school days from allocation day)	Monday 13 April 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)	Tuesday 28 April and Tuesday 16 June 2015	
Re: Late Applications (received 01/11/14 – 20/03/15)	KEY DATES / DEADLINES	Notes
Allocation Day	Tuesday 5 May 2015	
<u>Deadline</u> * for receipt of appeal form (20 school days from allocation day)	Tuesday 9 June 2015	*Appeals will be accepted after this deadline but they may be heard with any later application appeals
Appeals heard between (Must be heard within 40 school days of deadline to lodge appeal)	Wednesday 24 June and Wednesday 16 September^ 2015	^If appellants waive right to notice of hearing, appeals may be heard sooner where possible
Re: Later Applications (received 21/03/15 – 01/09/15)	DEADLINE	Notes
Appeal 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 01/11/14 – 20/03/15 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.

Sixth Form Appeals

NB These include pupils transferring from Year 11 to Year 12 in same school

CONDITIONALITY of OFFERS	DEADLINE
Where the offer of a place is conditional on exam results	Within 30 school days of confirmation of exam results
Where offer of a place not conditional on exam results	Within 40 school days of the deadline given for lodging appeals

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
Deadline 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
Deadline ** 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	

Timeline of Admissions Appeals 2015

Date	Event
02/03/15	<i>Secondary school allocation day:</i> For on time applications – received by 31/10/14
13/04/15	<u>Deadline</u> for receipt of secondary school appeals (on time applications)
05/05/15	<i>Secondary school late allocation day</i> (applications received 1/11/14 – 20/03/15)
28/04/15 – 16/06/15	On time applications – Secondary school appeals heard
09/06/15	<u>Deadline</u> for receipt of Secondary (late application) appeals (applications received 01/11/14 – 20/03/15)
24/06/15 - 16/09/15	Late applications - Secondary school appeals heard (applications received 01/11/14 – 20/03/15)