

ST THOMAS MORE CATHOLIC PRIMARY SCHOOL, KIDLINGTON

APPEALS TIMETABLE – KEY DATES AND DEADLINES

If your child is not offered a place at your preferred school you can appeal to an independent appeal panel against the decision.

The timetable for appeals for the academic year 2016-2017 is as follows:

For on-time applications for places - received by 15 January 2016		
Allocation day	18 April 2016	
Deadline for receipt of appeal form (20 school days from allocation day)	17 May 2016	<i>Appeals will be accepted after this deadline but they may be heard with any Late Application appeals</i>
Appeals will be held between (Appeals must be heard within 40 school days of the deadline to lodge an appeal)	7 June and 19 July 2016	<i>Appeals must be heard within 40 school days of the deadline to lodge an appeal</i>

For Late Applications for places - received between 16 January and 9 May 2016		
Allocation day	13 June 2016	
Deadline for receipt of appeal form (20 school days from allocation day)	11 July 2016	<i>Appeals will be accepted after this deadline but they may be heard with any Later Application appeals</i>
Appeals will be held between (Appeals must be heard within 40 school days of the deadline to lodge an appeal)	8 September and 21 October 2016	<i>Appeals must be heard within 40 school days of the deadline to lodge an appeal</i> <i>If appellants waive their right to notice of hearing, appeals may be held sooner where possible.</i>

For Later Applications - received between 10 May and 31 August 2016		
Appeals will be heard within	30 school days of the appeal being lodged	<i>Where, by applying the deadline of 30 school days, an appeal in this category would have to be heard before any appeals for Late Applications, (ie applications received between 16 January and 9 May 2016) any such appeal would be heard at the same time as, or after, the other appeals. This is to ensure fairness to all parties concerned.</i>
For applications received between 1 September 2016 and 31 July 2017 – In Year Applications		
Appeals will be heard within	30 school days	<i>These appeals will not be heard before any Later Applications appeals for the same year group at a school</i>

Notes:

A school day is a day when children are in school, so this does not include weekends, school holidays or Inset days.

We will give you at least 10 school days' notice of the hearing date, unless you waive your rights to the full notice period.

The Academy Committee will submit its evidence for the appeal at least 9 school days before the date of the hearing.

You, the appeals panel and the clerk, will receive the Academy Committee's papers at least 8 school days before the date of the hearing.

If you wish to submit any additional evidence or information to the panel, you should do so no later than 5 school days before the hearing. This evidence or information will be sent to the Academy Committee, the Appeals Panel and the Clerk no later than 4 school days before the date of the hearing. *Information or evidence not submitted by this deadline might not be considered at the appeal.*

A decision letter will be sent to you within 5 school days of the appeal hearing.