

Voluntary Aided Schools and Academies in Buckinghamshire INFANT/PRIMARY/COMBINED

On-Time Applications (received by 15/01/16)	KEY DATES and DEADLINES	Notes
Allocation Day	18 April 2016	
<u>Deadline</u>* for receipt of appeal form (must give appellants 20 school days)	16 May 2016	*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 18 June 2016 and Friday 18 July 2016	
Applications received after 16/01/16	Late Applications	
Allocation Day – check with Local Authority	27 May 2016	
<u>Deadline</u> for receipt of appeal form	1 July 2016	Appeals will be accepted after this deadline but they may be heard at a later date
Appeals heard will be heard within 40 school days of deadline to lodge appeal	5 September – 20 October 2016*	*An earlier appeal may be possible if a Waiver Form is signed.
In Year Applications (received September 2016- July 2017)	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
Activity	Timescales	Notes
Notification of hearing date	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	9 working days before date of hearing	*AA = Admission Authority (School/ Academy)
AA* case papers sent to appellants, panel and clerk	At least 8 working days before date of hearing	*AA = Admission Authority

<p><u>Deadline**</u> for receipt of appellants' additional evidence/information</p>	<p>9 working days before date of hearing</p>	<p>** IMPORTANT: Where full grounds, additional evidence and/or 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 or evidence is taken into account, it must be received by the specified deadline!</p> <p>All late additional information MUST be copies and sent to both the AA (school or Academy). <u>If this additional information exceeds more than 5 pages, 5 copies must be sent to the Diocesan Admissions & Appeals Officer and a further 1 copy directly to the AA.</u></p>
<p>Appellant's additional evidence / information sent to AA, panel and clerk</p>	<p>5 working days before date of hearing</p>	
<p>Full decision letter (with reasons) sent</p>	<p>Where possible, within 5 working days of decision being made - several appeals for same school may extended to 10 working days</p>	