

Address and local information

The Court House
Speedwell Street
Oxford
OX1 1RZ
Tel: 0870 241 2808

Facilities for people with disabilities

There is disabled access and facilities.

A hearing loop is installed, please inform the usher if you need to use this. Please contact the court directly for further information

Smoking

Smoking or the consumption of alcohol is not permitted in any of the court areas.

Transport

Car parking is available through the park and rides sites located around oxfords ring road.

Buses stop in St Aldates and Thames



Where can I find help?

Contact the County Attendance Team at:

The County Attendance Team
Oxfordshire County Council
Abbey House
Abbey Close
Abingdon
Oxon
OX14 3JD

Tel: 01865 323513
Email: attendance@oxfordshire.gov.uk



Information is also available on the Oxfordshire County Council's website
www.oxfordshire.gov.uk

The County Attendance Team

Attending the Magistrates Court

**You and the law on School Attendance
Children Act 1989
Section 36**



Your questions answered

BEFORE YOU GO TO COURT

What do I do if I need legal advice?

If you want legal advice consult a solicitor **IMMEDIATELY**, if you have not already done so.

If you cannot afford to pay a solicitor you may apply for a representation order (formerly legal aid). Your application should be made well before the date of your hearing. Application forms are available at the court office or from a solicitor.

A duty solicitor may be available at court but can only give basic advice on the day.

What happens if I cannot attend court on the hearing date?

If you have a genuine reason for not attending, contact the court office, as soon as you know, on the telephone number given overleaf.

I have been asked to complete a means form

Be prepared to give the court details of your financial situation. You have been supplied with a means form, please complete it and bring it with you to the court.



WHAT HAPPENS WHEN I GET TO COURT?

You **MUST** check your summons to ensure you attend court at the correct time.

On arrival at Court please report to the Usher. If you do not notify them of your arrival your case may be delayed.

Can I bring other people with me?

The Court waiting areas are not suitable places for those under the age of 14 and they will not be allowed to sit in court. Courts have no facilities to care for children when you are in court.

It is recommended that you make arrangements for children in your care prior to attending court. Family and friends over 14 years of age may be present in court for your case with the exception of the Youth Court. You are entitled to attend court before your hearing to observe court proceedings.

Will I have to wait?

You must be prepared to wait but every effort will be made to keep this time to a minimum. You may wish to bring a newspaper or magazine to read.

Light refreshments may be available from vending machines.

WHAT HAPPENS NEXT?

Credit for pleading guilty

If you plead guilty the magistrates will usually take this into consideration and reduce the sentence they would otherwise have imposed. It is important that you enter a guilty plea entered at the earliest appropriate opportunity.

You should, however, take the advice of your solicitor about when it is appropriate to plead guilty. You should never plead guilty unless you admit the offence.

What happens if I am fined?

Details of how and where to make your payment(s) will be provided at Court or by post.

What if I am not happy with the service I receive, how do I complain?

The court has a complaints procedure; forms are available on request from the court office.

You cannot use this procedure to complain about the magistrates and how they dealt with your case. If you are dissatisfied about the outcome of your case, or think that the decision was wrong, you may have the right of appeal. If you would like more information about your rights you should seek legal advice immediately.