



My Ref: REF

Your Ref:

16<sup>th</sup> April 2019

To the Parent(s) / Guardian(s) of:

NAME

ADDRESS

Dear Parent(s)/Guardian(s)

**Admission to Primary School: September 2019**

I am writing to let you know the result of your application for a Community School. I am pleased to inform you that I am able to offer your child a place at **SCHOOL** to start in September 2019.

To accept or decline this offer please log into the Online Admissions Portal, and click the relevant response. Alternatively, you can respond via email ([schooladmissions@cardiff.gov.uk](mailto:schooladmissions@cardiff.gov.uk)) or by completing the slip at the bottom of this letter and scan it to the Admissions team via a Council Advice Hub ([www.cardiff.gov.uk/hubs](http://www.cardiff.gov.uk/hubs)).

Your response must be received by **Monday 13<sup>th</sup> May 2019**. If we have not received your response by this date, it will be assumed that you no longer want the place and it may be withdrawn and offered to another child.

The school will contact you in due course with details of the admissions arrangements.

If you have a change in circumstances prior to September 2019 (e.g. you move address), you must inform the School Admissions team.

Information in relation to School transport can be found on the Council website ([www.cardiff.gov.uk/schooltransport](http://www.cardiff.gov.uk/schooltransport))

Yours sincerely,

School Admissions Team

**City Of Cardiff Council Education & Lifelong Learning Service**

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**Admission to Primary School: September 2019**

Name: NAME

Date of Birth: DOB

Address: Address

I wish to accept a place at **SCHOOL**

I do not wish to accept a place at **SCHOOL**  
and have made alternative arrangements for my child's education (please specify below)

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_