



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.

Unfortunately it was not possible to offer your child a place at the following school(s) which you listed as a higher preference on your application.

[schools]

[schools]

#### Why did my child not obtain a place at a higher preference school?

There were more applications than places for the school(s), and your child did not qualify for a place under the Council's published admission criteria. The summary of how the places were allocated are available on the Council website ([www.cardiff.gov.uk/primaryadmissions](http://www.cardiff.gov.uk/primaryadmissions))

#### What happens now?

- 1) You will need to accept or decline this offer, so that it can be given to another child if you no longer need it. Accepting the place will not affect your position on the waiting list for your preferred school and it will not affect your right to appeal

To accept or decline the 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If we have not received your response by this date, it will be assumed that you no longer want the place and it may be withdrawn and offered to another child.

If you accept the place, the school will contact you in due course with details of the admissions arrangements.

- 2) Your child has been placed on the waiting list for the higher preference school(s). If your child qualifies for a place at your preferred school(s) at a later date you will be contacted by the School Admissions team. Please note that places are allocated based on the published admissions criteria, not on how long your child has waited for a place.

Your child's position on the waiting list can change as places are allocated or as applications are received which are ranked higher on the waiting list based on the published admissions criteria.

Your child will remain on the waiting list until 20 December 2019 unless you inform the Council that you no longer wish to be on the list. After this date your child's name will be removed and you will need to make a new 'in-year' application to remain on the list.

Can I appeal the decision?

You are able to appeal for a place at your preferred school. To lodge an appeal, you will need to complete an appeal form, available on the council website [www.cardiff.gov.uk/schoolappeals](http://www.cardiff.gov.uk/schoolappeals). The form must be returned to *The Clerk to the Independent School Admission Appeals Panel* at the address on the form by no later than **13<sup>th</sup> May 2019**

You may lose your right to appeal, if it is received after this date. The Panel may consider hearing your appeal if it was submitted late because of difficult circumstances or because you did not understand what was required. However, there is no obligation to hear your appeal if you do not submit it on time.

Further information regarding the appeal process is available on the Council website [www.cardiff.gov.uk/schoolappeals](http://www.cardiff.gov.uk/schoolappeals).

How can I find out more?

It is recognised that this is a worrying time for parents and children who have not secured a school place for September 2019.

The Council's Information Booklet for Parents which gives details of all maintained Schools in Cardiff and explains the Council's policy in relation to school admissions is available on the Council website at [www.cardiff.gov.uk/schooladmissions](http://www.cardiff.gov.uk/schooladmissions)

Should you require any further information please contact the School Admissions Team via C2C on 02920 872087, or email [schooladmissions@cardiff.gov.uk](mailto:schooladmissions@cardiff.gov.uk)

Yours sincerely,

**School Admissions Team  
City of Cardiff Council Education & Lifelong Learning**

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**Admission to Primary School: September 2019**

Name: **NAME**  
Address: **ADDRESS**

Date of Birth: **DOB**

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: \_\_\_\_\_