

My Ref: REF
Your Ref:

16th 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 regret to inform you that I am unable to offer your child a place at the following school(s):

[schools]
[schools]

Why did my child not obtain a place at my preferred school(s)?

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)

What happens now?

1. Your child has been placed on the waiting list for the 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.

2. You are also able to apply for an alternative school. It is strongly advised that you apply for an alternative school. Applying will not affect your place on the waiting list for your preferred school and it will not affect your right to appeal. Places are currently available at the schools on the enclosed list:

Application forms are available through all Council Advice Hubs (www.cardiff.gov.uk/hubs) or on the Council website (www.cardiff.gov.uk/primaryadmissions). For your application to be considered in the next round, the form must be received by 13th May 2019.

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. 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 **13th 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.

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

Should you require any further information please contact the School Admissions Team via C2C 02920 872087, or email schooladmissions@cardiff.gov.uk

Yours sincerely,

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