

My Ref: REF  
Your Ref:

1<sup>st</sup> March 2021

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

NAME  
ADDRESS



Dear Parent(s)/Guardian(s)

### **Transfer to Secondary Education: September 2021**

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]  
[schools]  
[schools]

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

We received more applications than places available in the school(s), and your child did not qualify for a place under the Council's published oversubscription criteria in the initial allocation round. The summary of how the places were allocated is available on the Council website ([www.cardiff.gov.uk/secondaryadmissions](http://www.cardiff.gov.uk/secondaryadmissions))

#### 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 17 December 2021 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 should also apply for places at alternative schools. Applying will not affect your place on the waiting list for your preferred school and it will not affect your right to appeal.

The Council coordinates admissions to all community secondary schools in Cardiff and to Corpus Christi RC High School, St. Teilo's CW High School and Whitchurch High (Foundation) School. However, some schools do not participate in the coordinated arrangement and as a consequence a large number of applicants may receive an offer of a place at one or more school, places therefore may become available after the initial offer stage.

Parents holding multiple offers will be asked to accept a single offer by 15<sup>th</sup> March and this will release a number of places at other schools. You should therefore consider stating additional preferences for more than one school from the list of schools on the attached guidance sheet.

You may also apply directly to any Catholic, Church in Wales or Foundation school.

Application forms for admission to community schools are available through all Council Advice Hubs ([www.cardiff.gov.uk/hubs](http://www.cardiff.gov.uk/hubs)) or on the Council website ([www.cardiff.gov.uk/secondaryadmissions](http://www.cardiff.gov.uk/secondaryadmissions)). For your application to be considered in the next round, the form must be received by 15<sup>th</sup> March 2021.

### 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 **29th March 2021**

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 2021. There are sufficient places in Cardiff's secondary schools for all children in Cardiff.

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 at 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**