

My Ref: REC26/**STUDID**

Your Ref:

16<sup>th</sup> April 2026

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

**NAME**

**ADDRESS**

Dear Parent(s)/Guardian(s)

**Admission to Primary School: September 2026**

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 2026.

You will need to accept or decline this offer, so that it can be given to another child if you no longer need it.

To accept or decline this offer please log into the Online Admissions Portal, and click the relevant response. Alternatively, you can respond via email ([primaryadmissions@cardiff.gov.uk](mailto:primaryadmissions@cardiff.gov.uk)). Your response must be received by **30 April 2026**.

Your child's place has been offered on the basis of the information you provided in your application, and the processes undertaken by the Council to verify this information. In accordance with the Council's approved admissions policy, any place approved may be withdrawn if:

- it is found that the child's circumstances no longer meet the grounds for admission to which they were offered the school place
- if the application was found to have been made in fraudulent circumstances, or
- if the school place offer was made in error.

If your child changes address or meets a higher oversubscription criteria than considered in your application, you **must** inform the school admissions team without delay by emailing [primaryadmissions@cardiff.gov.uk](mailto:primaryadmissions@cardiff.gov.uk).

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

Please note that any offer of a place at entry to Reception in a community primary school will be withdrawn by the Council if the child does not attend the school within 20 school days after the start of the school term following the child's fifth birthday

Travel to school advice can be found on the Keep Cardiff Moving web page <https://keepingcardiffmoving.co.uk/>

Cardiff Council will only offer free travel to school if the nearest available school has been applied for and is 2 or more miles walking distance from the child's home residence. A child would not be eligible for free school travel, regardless of the distance between home to school, when a place at the nearest available school has not been applied for, or the parent/child have refused an offer of a place at their nearest available school.

Information in relation to School Transport is available on the Council's website at: [www.cardiff.gov.uk/schooltransport](http://www.cardiff.gov.uk/schooltransport)

Yours sincerely,

School Admissions Team

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