

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

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

[schools]

[schools]

**If you have applied for a place in a Faith school that does not appear above, please await correspondence from that school.**

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

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 Council does not normally exceed the maximum capacity or breach limitations imposed by the statutory class size regulations which limit infant class sizes to a maximum of 30 pupils. The summary of how the places were allocated is 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 ([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 In accordance with the Council's approved admissions policy, any place approved may be withdrawn if: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).

Any offer of a place at entry to Reception Year 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

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

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)

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 will remain on the waiting list until 30 September 2026 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 **30<sup>th</sup> April 2026**

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 2026.

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 [primaryadmissions@cardiff.gov.uk](mailto:primaryadmissions@cardiff.gov.uk)

Yours sincerely,

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