

My Ref: REF
Your Ref:

1st March 2022

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



Dear Parent(s)/Guardian(s)

Transfer to Secondary Education: September 2022

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 2022.

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 (secondaryadmissions@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).

Your response must be received by **15th March 2022**. If we have not received your response by this date, it will be assumed that you no longer want the place and therefore it may be withdrawn and offered to another child.

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 In accordance with the Council's approved admissions policy, any place approved may be withdrawn if: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 secondaryadmissions@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Please note that any offer of a place at entry to Year 7 in a community secondary school will be withdrawn by the Council if the child does not attend the school within 20 school days after the start of the autumn term 2022.

Information in relation to travel to school can be found on the Council's website at: www.cardiff.gov.uk/schooltransport

Yours sincerely,

School Admissions Team
City Of Cardiff Council Education & Lifelong Learning Service

Transfer to Secondary Education: September 2022

Name: NAME Date of Birth: DOB
Address: Address

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: _____