

My Ref:
Your Ref:

2 March 2026



Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088
www.caerdydd.gov.uk
County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087
www.cardiff.gov.uk

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

Dear Parent(s)/Guardian(s)

Transfer to Secondary Education: September 2026.

I am writing to let you know the result of your application for a Secondary School. I am pleased to inform you that I am able to offer your child a place at **XXXXXXXXXX** 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 (secondaryadmissions@cardiff.gov.uk).

Your response must be received by **Monday 16 March 2026**. 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not received your response by this date, it will be assumed that you no longer want the place and therefore it may be withdrawn and offered to another child.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 In accordance with the Council's approved admissions policy, any place approved may be withdrawn if: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 **XXXXXXXXXX**

Please note that any offer of a place at entry to Year 7 in a community secondary school will be withdrawn by the Council if the child does not attend the school within 20 school days after the start of the autumn term 2026.

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

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI
Mae'r Cyngor yn croesawu goheblaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

WORKING FOR CARDIFF, WORKING FOR YOU

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.



Cardiff Council will only offer free travel to school if the nearest available school has been applied for and is 3 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 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

Caiff eich gwybodaeth ei phrosesu dan Ddeddf Diogelu Data 2018 i gyflawni tasgau cyfreithiol a rheoliadol Cyngor Caerdydd fel awdurdod lleol. I gael rhagor o wybodaeth am y data personol sydd gennym ac am ba hyd y byddwn yn ei gadw, gweler ein Polisi Preifatrwydd; www.caerdydd.gov.uk/hysbysiadpreifatrwydd

Os oes gennych bryderon am y modd y cafodd eich data ei drin, cysylltwch â Swyddog Diogelu Data'r Cyngor yn diogeludata@caerdydd.gov.uk

Mae eich gwybodaeth wedi cael ei rhannu â PSL er mwyn cysylltu â chi heddiw. I gael rhagor o wybodaeth am y ffordd y mae PSL yn rheoli data personol, gweler y Polisi Preifatrwydd; <https://pslprint.co.uk/privacy-policy/>

Your information is processed under the Data Protection Act 2018 to fulfil Cardiff Council's legal and regulatory tasks as a local authority. For further information on what personal data we hold and how long we keep it for, please view our Privacy Policy; www.cardiff.gov.uk/privacynotice

If you have concerns about how your data has been handled, contact the Council's Data Protection Officer via dataprotection@cardiff.gov.uk.

Your information has been shared with PSL in order to contact you today. For further information on how PSL manage personal data,