

My Ref: REF/P2S26/
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 XXXXXXXXXXXX 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.

If you have applied for a place in a Faith or Foundation 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 summary of how Community school places were allocated is available on the Council website (www.cardiff.gov.uk/secondaryadmissions)

What happens now?

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 (secondaryadmissions@cardiff.gov.uk)

Your response must be received by **16/03/2026**. 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not received your response by this date, it will be assumed that you no longer want the place and therefore it may be withdrawn and offered to another child.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 In accordance with the Council's approved admissions policy, any place approved may be withdrawn if: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.

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth 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.



STRONGER
FAIRER
GREENER



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

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/>

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 School Transport is available on the Council's website at: www.cardiff.gov.uk/schooltransport

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 considered. **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. 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 **16/03/2026**

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

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

Should you require any further information please contact the School Admissions Team via C2C on 02920 872087, or email secondaryadmissions@cardiff.gov.uk

Yours sincerely,

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

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,