



Neuadd y Sir
Caerdydd,
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Tel: (029) 2087 2087
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My Ref: REF/P2S26/

Your Ref:

2 March 2026

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 regret to inform you that I am unable to offer your child a place at the following Community school(s):

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 my preferred school(s)?

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?

1. Your child has been placed on the waiting list for the 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 **30th 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.**

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.



2. You should also apply for places at alternative schools. Applying will not affect your place on the waiting list for your preferred school and it will not affect your right to appeal.

The Council coordinates admissions to all community secondary schools in Cardiff and to Corpus Christi RC High School, Mary Immaculate High School, St. Teilo's CW High School, The Bishop of Llandaff CW High School and Whitchurch High (Foundation) School. However, some schools do not participate in the coordinated arrangement and as a consequence a large number of applicants may receive an offer of a place at one or more school, places therefore may become available after the initial offer stage.

Parents holding multiple offers will be asked to accept a single offer by 16th March 2026 and this will release a number of places at other schools. You should therefore consider stating additional preferences for more than one school from the list of schools on the attached guidance sheet.

You may also apply directly to any Catholic, Church in Wales or Foundation school.

Application forms for admission to community schools are available through all Council Advice Hubs (www.cardiff.gov.uk/hubs) or on the Council website (www.cardiff.gov.uk/secondaryadmissions). For your application to be considered in the next round, the form must be received by 16th March 2026.

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. There are sufficient places in Cardiff's secondary schools for all children in Cardiff.

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 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 please view Privacy Policy; <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, please view Privacy Policy; <https://pslprint.co.uk/privacy-policy/>