Model in-year application offer letter where a child is automatically placed onto a waiting list

Amend the sections in red, remove the green text and ensure that the whole letter is changed to black text and put onto a school letterhead.

NB: This is only suggested wording and will not always be applicable to every school in every situation. You will need to amend the wording in order to ensure that it meets the specific circumstances of the refusal

[copy and paste onto a school letterhead]

DATE

Dear [insert name of parent/guardian]

Thank you for your recent application for a school place in Year [insert year group] for [insert child’s name] at [insert school name].

The admissions committee of the governing body have held a meeting to consider your application and I am pleased to be writing to you on their behalf to inform you that the governors are able to offer you a place for [insert child’s name] to join our school.

If you would like to accept this offer, please contact [insert name of person] in order to discuss arrangements for [insert child’s name] to join our school.

If we have not heard from you by [insert date, eg 7 school days] we will assume that you no longer require this place and it will therefore be withdrawn so that it may be offered to another child.

I look forward to hearing from you and hope that we are able to welcome [insert child’s name] to [insert school’s name] very soon.

Yours sincerely

[Name and position]

Year 3 and above - Model in-year application refusal letter

where a child is automatically placed onto a waiting list

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[copy and paste onto a school letterhead]

DATE

Dear [insert name of parent/guardian]

Thank you for your recent application for a school place in Year [insert year group] for [insert child’s name] at [insert school name].

The admissions committee of the governing body have held a meeting to consider your application and I am writing to you on their behalf to inform you that they are unable to offer a place at this time as the class does not currently have any spaces and it is the governor’s opinion that the admission of any further children would be prejudicial to the efficient provision of education or use of resources.

[insert child’s name] has now been placed on our waiting list. We shall contact you again if a place becomes available which can be offered. Please be aware that if a place does become available that it will be offered strictly in line with the school’s admissions policy. Waiting lists are retained until the end of the academic year and are then discarded [you may need to amend this statement if your school’s arrangements for waiting lists differ]. If you wish for your child to be considered or a place beyond the end of the academic year then you will need to submit a fresh application at the beginning of the next year [again, amend this sentence to meet your school’s requirements].

If you would like to appeal the governor’s decision to not offer a place then you must set out your grounds for appeal by [insert details of who and where to submit the appeal] by [insert deadline for submitting an appeal]. Alternatively you may wish to contact [insert contact person’s details] to request an appeals request form.

Yours sincerely

[Name and position]

Year 3 and above - Model in-year application refusal letter

where the parents have to request that the child is placed onto a waiting list

Amend the sections in red, remove the green text and ensure that the whole letter is changed to black text and put onto a school letterhead.

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[copy and paste onto a school letterhead]

DATE

Dear [insert name of parent/guardian]

Thank you for your recent application for a school place in Year [insert year group] for [insert child’s name] at [insert school name].

The admissions committee of the governing body have held a meeting to consider your application and I am writing to you on their behalf to inform you that they are unable to offer a place at this time as the class does not currently have any spaces and it is the governor’s opinion that the admission of any further children would be prejudicial to the efficient provision of education or use of resources.

If you would like for [insert child’s name] to be placed on our waiting list and their application reconsidered in the event of a place becoming available in the year group, please complete and return the slip below and we shall contact you again if a place becomes available which can be offered. Please be aware that if a place does become available that it will be offered strictly in line with the school’s admissions policy. Waiting lists are retained until the end of the academic year and are then discarded [you may need to amend this statement if your school’s arrangements for waiting lists differ]. If you wish for your child to be considered or a place beyond the end of the academic year then you will need to submit a fresh application at the beginning of the next year [again, amend this sentence to meet your school’s requirements].

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Yours sincerely

[Name and position]

…………………………………………………………………………………………………………………………………………………………….

**Waiting List Request**

I would like my child’s name to be placed on a waiting list for their year group and their application be reconsidered in the even of a place becoming available. I understand that there is no guarantee that a place will be offered and that the waiting list will be discarded at the end of the academic year [amend as applicable]

Child’s Name; ……………………………………………………………….. Year Group: …………………………….

Signed ………………………………………………………………………….. Date: ………………………………………

Please return this slip to: [insert school details]

Infant Class Size (Reception, Year 1 or Year 2) - Model in-year application refusal letter

where a child is automatically placed onto a waiting list

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[copy and paste onto a school letterhead]

DATE

Dear [insert name of parent/guardian]

Thank you for your recent application for a school place in Year [insert year group] for [insert child’s name] at [insert school name].

The admissions committee of the governing body have held a meeting to consider your application and I am writing to you on their behalf to inform you that they are unable to offer a place at this time as the year group has already reached its legal limit of pupils and to admit any further children would breach Infant Class Size Legislation which states that Reception, Year 1 or Year 2 classes must not contain more than 30 pupils. Therefore, the school cannot voluntarily admit any further children without being in breach of this legislation.

[insert child’s name] has now been placed on our waiting list. We shall contact you again if a place becomes available which can be offered. Please be aware that if a place does become available that it will be offered strictly in line with the school’s admissions policy. Waiting lists are retained until the end of the academic year and are then discarded [you may need to amend this statement if your school’s arrangements for waiting lists differ]. If you wish for your child to be considered or a place beyond the end of the academic year then you will need to submit a fresh application at the beginning of the next year [again, amend this sentence to meet your school’s requirements].

If you would like to appeal the governor’s decision to not offer a place then you must set out your grounds for appeal by [insert details of who and where to submit the appeal] by [insert deadline for submitting an appeal]. Alternatively you may wish to contact [insert contact person’s details] to request an appeals request form.

Yours sincerely

[Name and position]

Infant Class Size (Reception, Year 1 or Year 2) - Model in-year application refusal letter

where the parents have to request that the child is placed onto a waiting list

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DATE

Dear [insert name of parent/guardian]

Thank you for your recent application for a school place in Year [insert year group] for [insert child’s name] at [insert school name].

The admissions committee of the governing body have held a meeting to consider your application and I am writing to you on their behalf to inform you that they are unable to offer a place at this time as the year group has already reached its legal limit of pupils and to admit any further children would breach Infant Class Size Legislation which states that Reception, Year 1 or Year 2 classes must not contain more than 30 pupils. Therefore, the school cannot voluntarily admit any further children without being in breach of this legislation.

If you would like for [insert child’s name] to be placed on our waiting list and their application reconsidered in the event of a place becoming available in the year group, please complete and return the slip below and we shall contact you again if a place becomes available which can be offered. Please be aware that if a place does become available that it will be offered strictly in line with the school’s admissions policy. Waiting lists are retained until the end of the academic year and are then discarded [you may need to amend this statement if your school’s arrangements for waiting lists differ]. If you wish for your child to be considered or a place beyond the end of the academic year then you will need to submit a fresh application at the beginning of the next year [again, amend this sentence to meet your school’s requirements].

If you would like to appeal the governor’s decision to not offer a place then you must set out your grounds for appeal by [insert details of who and where to submit the appeal] by [insert deadline for submitting an appeal]. Alternatively you may wish to contact [insert contact person’s details] to request an appeals request form.

Yours sincerely

[Name and position]

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**Waiting List Request**

I would like my child’s name to be placed on a waiting list for their year group and their application be reconsidered in the event of a place becoming available. I understand that there is no guarantee that a place will be offered and that the waiting list will be discarded at the end of the academic year [amend as applicable]

Child’s Name; ……………………………………………………………….. Year Group: …………………………….

Signed ………………………………………………………………………….. Date: ………………………………………

Please return this slip to: [insert school details]