**Governors should adapt the wording in red to fit the needs of their school.**

***In-Year refusal of place form***

[School headed paper]

[Date]

Dear [Parent]

**Your Application to [school name]**

Thank you for your recent application for a place at [school name].

Unfortunately governors have been unable to offer you a place for [child’s name] on this occasion as

[there are currently no spaces in Year *x*]

OR

[there were insufficient places in Year [*x*] for all applicants and the oversubscription criteria were invoked at criterion [*x*].

The Local Authority has been informed that your application was unsuccessful and you should now contact the Authority for assistance in finding a school place.

If you would like your child’s name to be placed on the waiting list for this school please complete the form below and return it to the Admin Officer at the school. Your child’s name will not be placed on the waiting list unless this form is returned. All names will be removed from the list at the end of the school year (31st July 2021).

You have the right to appeal this decision to an independent appeals panel. If you wish to do this you should contact [*Mrs* *n*] at the school [contact details] and you will be provided with an appeals form on which you can set out your grounds for appeal. The completed form should be returned to the school within one month of the date of this letter.

Governors would like to wish you all the best in finding a school place for your child.

Yours sincerely

Chair of Governors

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

Please place my child’s name …………………………………..on the waiting list for a place in Year………………..

Signed………………………………………………………………………………………. Dated……………………………………..

Contact phone number................................………………………………………………………………………………………..