

**ADMISSION TO SECONDARY SCHOOL**

# SEPTEMBER 2024 ENTRY

## ACCEPTANCE / REFUSAL OF A SCHOOL PLACE

IMPORTANT:

Please read the information on page 2 and at [www.medway.gov.uk/secondaryadmissions](http://www.medway.gov.uk/secondaryadmissions) before submitting this form.

Your completed acceptance/refusal form and proof of address (e.g. council tax bill, tenancy agreement, completion document) must be returned to the school you were offered within 10 school days of your offer.

Please return your form and proof of address to the school offered by email/post. School contact details can be found on the school’s website.

|  |  |
| --- | --- |
| School offered |  |
| Child ID (on your offer email/letter) |  |
| Child’s name |  |
| Child’s gender |  |
| Child’s date of birth |  |
| Child’s current school |  |
| Child’s home address |  |
| Parent/carer title and name |  |
| Parent/carer telephone no. |  |
| Parent/carer email address |  |

Please tick one box to respond to your school offer:

|  |  |
| --- | --- |
|  | ACCEPTANCE - I formally accept the place offered at your school for my child |
|  | REFUSAL\* - I formally refuse the place offered at your school for my child |

\*I have read and understand the consequences of refusing my offer as explained on page 2

|  |  |
| --- | --- |
| Parent/carer signature |  |
| Parent/carer name  |  |
| Date |  |

###### **INFORMATION ABOUT ACCEPTING/REFUSING YOUR SCHOOL PLACE**

The deadline to accept/refuse offers is within 10 school days of your offer.

We advise you accept your offer even if you intend to ask for your child to be placed on the waiting list or appeal for another school.

If you refuse your original offer and are not able to obtain an alternative place via the waiting list or appeal process, your child won’t have a school place.

An accepted place can always be released later if you win an appeal or are successful with a waiting list request.

Refusing a school place does not improve your chance on a waiting list or in an appeal.

**Do I have to complete the acceptance/refusal form?**

Yes.It is important that all offers are either accepted or refused directly with the offered school using this form. This is so they have confirmation of which children have accepted places and will be starting with them in Year 7.

**What happens if I refuse the place offered?**

Once a place has been refused, the offer will be withdrawn from your child. This place will be available for and offered to another child from the waiting list.

**If I refuse the place and then change my mind, can my child have the original place back?**

No.Once a place has been refused it is immediately withdrawn from your child. Your child will not have an automatic right to the place in the future.

If you want your child considered again for the original school, you must request to be added to the waiting list for that school.

**What happens if I do not accept or refuse the place offered?**

If the school does not receive an acceptance or refusal from you by the deadline, they should contact you to try and get a response.

If no acceptance or refusal is received within a reasonable time, despite attempts by the school, the place will be withdrawn from your child and offered to another child from the waiting list.

**I have been offered a school which is outside of Medway – how do I accept my offer?**

Please visit the website of the local authority the school is located in for information about how to accept your offer e.g. if you have been offered a Kent school, visit Kent County Council’s website for information.

The process of accepting your offer is set by the local authority the school is located in.