Application for Admission to XXX CE School

Name of Child Date of Birth Entry to XXXX year Starting XXX date

Thank you for your application for XXX school for XXX. The Governors have considered your application, however the admission of another child would prejudice the provision of efficient education and/or efficient use of resources (1.4 School Admissions Code 2021)

Regrettably therefore the Governors are unable to offer XXX a place at the present time.

If you would like XXX name to be added to the Continued Interest List please write and confirm to the Chair of Governors. You do have the right to lodge an appeal against this decision and should you wish to do so please contact the school for an appeal form and information on the appeals process.

The deadline for lodging your appeal is XXXXX (20 school days from the date of this letter).

I am sorry that it has not proved possible to offer XXXX a place.