

# 7 tips to help you apply for a school place



There are lots of great schools in Cardiff, but places go quickly. Here are some simple tips to help you apply for a school place.



# 1. Explore and find out more

Look at schools in your area. Go to their website, look at their prospectus and read the Estyn report. Go to: [mylocalschool.gov.wales](http://mylocalschool.gov.wales)

## Enquire about a visit

Just because you've heard about a school – doesn't mean you know it. Look at school websites, read reports – and ask if you can visit.

*We visited 6 schools because Dad wanted to check out their sports fields!*



## 2. Know your area

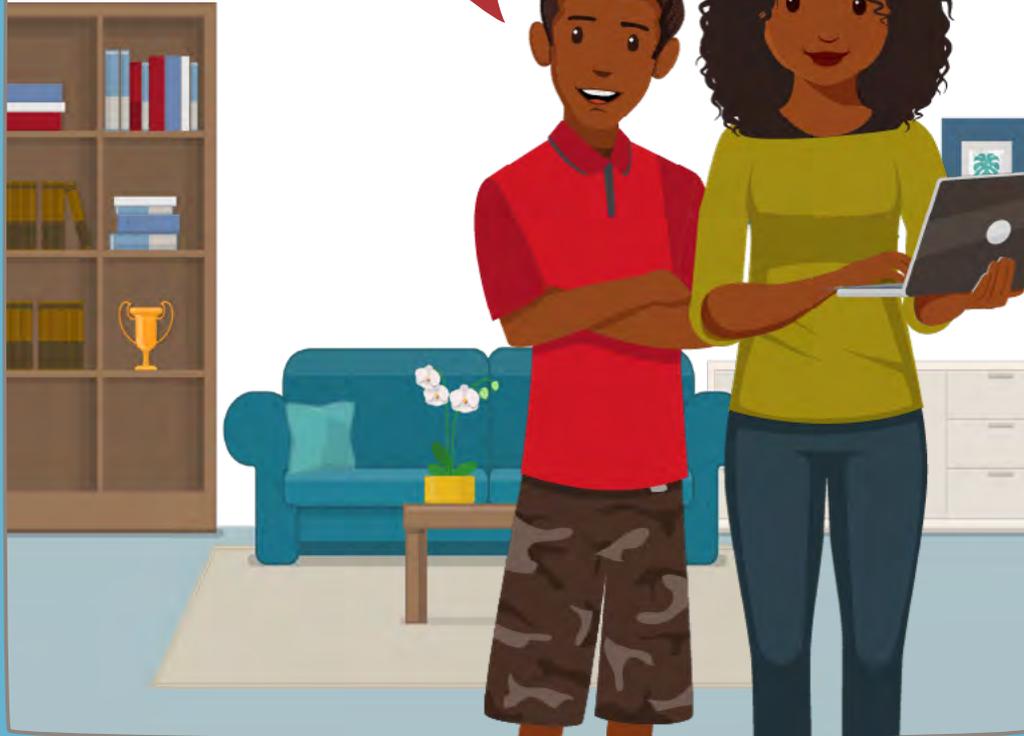
Check which schools are in your area. Go to: [cardiff.gov.uk/onlinemaps](https://cardiff.gov.uk/onlinemaps)

You're not guaranteed a place at your nearest school but looking at it is a good place to start. Some schools are very popular, so we do check that people live at the address they give us, right up to the admission date.



### 3. Make a list

I've listed all the schools that suit me best.



We hope you get your first preference school but often that's not possible. Each school has a maximum number they can take. **Think about each preference carefully.**

**Note:** School places fill up quickly, so put down all your preferences to make sure we can give you your highest preference possible.

**Listing all your preferences from the beginning is really important.**

## 4. Tell us everything

**If you don't tell us – we don't know.** We want your child to get the best place possible. You can help by sending in any evidence when you apply.

Tell us if your child:

- has siblings at the school
- has any additional learning needs
- has any medical or social needs that means they need to go to one school and not another.

➡ **Let us know if anything changes.**



## 5. Apply on time

There's a closing date. We check applications that come in on time first.

**60%** of the schools in Cardiff fill up in the first round.

### Don't be late

If you miss the closing date, you miss the first round. Then you have to download a form and send it in. That takes longer and you may miss out on a place in a school you want.



## 6. Apply online

Go to: [cardiff.gov.uk/schooladmissions](https://cardiff.gov.uk/schooladmissions)

Try to use the same email address each time you contact us.

Some faith schools manage their own school places – so check their website to see if you need to apply straight to them.

### Get help

If you need help, contact a hub:

[cardiff.gov.uk/hubs](https://cardiff.gov.uk/hubs)

Adviceline:

☎ 02920 871071

or phone us:

☎ 02920 872087



## 7. Let us know

When you get an offer at a school in Cardiff, you need to tell us if you want the place as soon as possible. You may not get your first preference, but you will remain on that waiting list.

**Please:** tell us if you don't want the place so we can give it to someone else!



## You can appeal

If you're not happy being refused a place, you can appeal: [link](#)

A group (panel) of independent, unpaid volunteers will listen to your appeal and their decision is binding.

## Thanks

You can find more information here:

[cardiff.gov.uk/schooladmissions](https://cardiff.gov.uk/schooladmissions)