

SECONDARY SCHOOL TRANSFERS SEPTEMBER 2026

WHAT TO DO AFTER RECEIVING AN OFFER OF A SCHOOL PLACE

Now that you have received your child's offer of a secondary school place, please see the options below to you to see what action might be required from you.

You must inform the Admissions Team, without delay, if you have moved house or the address, we have for you is not correct.

IF YOUR APPLICATION WAS SUCCESSFUL FOR YOUR FIRST PREFERENCE

If your child has been offered the 1st preference at a **Shropshire** local authority school, we assume that you will accept the offer of this place and there is nothing more you need to do now.

If your child has been offered 1st preference at a school that is in another local authority area then you need to confirm with the local authority for that school, or with the school itself, that you wish to accept the offer.

IF YOUR APPLICATION WAS UNSUCCESSFUL

For any **Shropshire** school named on your application that your child has not been offered a place, 1st, 2nd, 3rd or 4th preference, their details have automatically been added to the school's waiting list.

If a place becomes available at a school for which your child is eligible, we shall contact you to advise. Waiting lists are held in the school's oversubscription criteria. You will hold the school place offered until an alternative can be made.

If you wish to accept the place offered and do not wish to be on a schools waiting list please email school-admissions@shropshire.gov.uk to ask for your child's name to be removed from the school(s) waiting list.

If your preferred schools are **not** Shropshire local authority schools, please contact the appropriate authority for their information about waiting lists and appeals. Details of neighbouring authorities can be found at: Shropshire.gov.uk/neighbouring-authorities

If you did not have not received an offer of a place at your preferred school(s), this is because there have been more applications for places at the school than there are places available. To allocate places above the admission number would be prejudicial to efficient education and the efficient use of resources.

The places have all been offered to children with a higher priority under the admissions criteria, as described in the "Parents' Guide to Secondary Education" booklet on pages 6-32 for **Shropshire** schools.

You can view how many Shropshire school applications were received and how the places were allocated at: [Shropshire.gov.uk/how school places are allocated](http://Shropshire.gov.uk/how_school_places_are_allocated)

IF YOU DO NOT WANT THE SCHOOL OFFERED

If you have changed your mind about your preferred school, or if you are moving house or making other arrangements for your child, e.g. going to private school or home education, you are required to inform the Admissions Team. Please email school-admissions@shropshire.gov.uk. Please include your child's full name, date of birth, address and current allocated school.

Other people waiting for a vacancy at the school you have been offered, may benefit if you release a place in these circumstances.

APPEAL AGAINST THE DECISION NOT TO OFFER YOUR CHILD A PLACE

If your child has been refused a place at your preferred school, you have the right to appeal the decision to an independent panel. The appeal process is separate from the initial admissions process and the panel's decision is binding on both you and the school.

If you decide to appeal, the grounds for your appeal must be in writing and detail your reasons for wanting a place for your child at a particular school so that the independent panel can consider the strength of your case.

You're encouraged to attach any evidence or documents to demonstrate the reasons for your appeal or email it to school-admissions@shropshire.gov.uk

To pursue this option please refer to our website to submit an appeal. Here is the link: [Appeal against the allocation of a school place](#)

Ensure that your appeal is submitted by 30 March. You will be informed by Legal and Democratic Services of a hearing date and the procedures for your appeal. If you wish to provide any further information nearer to the date of your appeal, you will be able to do so. The appeals are held during May/June.

If you submit an appeal after 15 June 2026, it may not be possible to offer an appeal date before the end of the summer term. Appeals are usually held within 30 school days but are not scheduled in the school holidays.

Appeals will be heard by an independent appeal panel and under normal circumstances the hearing will be at the Guildhall in Shrewsbury during May/June. The Local Authority has the facility to hear an appeal remotely via video conference should an appellant require this due to illness.

The current school place offered is retained pending the outcome of the appeal. If unsuccessful at the appeal stage, your child's name will continue to be held on a waiting list.

FALSE ADDRESSES

Parents and carers are reminded that offers are made on the basis of the information provided in their applications.

If that information is inaccurate, or your address has changed since you submitted your application, you should inform the Admissions Team immediately. Places could be withdrawn where misleading or fraudulent information has been given.

There is a telephone line available to report anonymously and confidentially any instance where you believe that an application for a school place has been made fraudulently. If you are aware of such an application, please call (01743) 254435. Outcomes of an investigation will not be disclosed.

TRANSPORT

School transport will normally be provided where a pupil is attending the nearest or catchment area school for the home address, where the distance between home and school is 3 miles or over, as measured by the shortest pedestrian route. Income assessed transport assistance can also be considered. Further information can be found on the website www.shropshire.gov.uk/school-transport/. Applications can be made online using this link or over the phone with Customer Services by calling 0345 6789008. **Applications should be submitted by 31st May.**

Applications received after this date will still be considered but may not be processed until after the start of the Autumn term. In the interim, parents/carers will be responsible for making the necessary travel arrangements, access to school transport will not be permitted until eligibility has been confirmed.

FUTURE AVAILABILITY OF PLACES FOR YOUNGER SIBLINGS

Parents/carers are advised that if your child has been successful as an “out of catchment area” applicant there is no guarantee whatsoever that a younger sibling can be offered the same school in future years, especially if their year group is oversubscribed.