

Step 4 School notifies applicants of decision about admission

All applicants for a school place should be informed in writing as to the decision of the school, within the timeline outlined in the school's annual admissions notice.

If a student is not offered a place in a school, the reasons why they were not offered a place should be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned. Applicants should be informed of the right to seek a review and right to appeal the school's decision.