Enclosed you will find the following information:

- How places were allocated.
- Where to get information about the Appeals Process.

**How places were allocated**

The coordinated scheme for school admissions aims to offer parents the highest ranked preference it is possible to meet. Therefore, if you have been offered your 1st preference school, any school ranked as a lower preference on your application will not have been considered.

All school places were allocated in accordance with the over-subscription criteria for each school/college, details of which can be found in our published admission guide available at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions). Please note that all applications received after the closing date, 31 October 2018, were designated “late” and will not be processed until 24 April 2019.

**The Appeals Process**

If you have been unsuccessful in gaining a place at any of your preferred schools you are entitled to an **Independent Appeal** against this decision.

Please note, if your appeal request is for a school outside of Cambridgeshire you will need to contact the home Local Authority for the school. Contact details for our all our neighbouring Local Authorities can be found in our Next Steps 2019-20, available from our website: [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

**Independent advice** and information can be obtained from a **Parents’ School Preference Adviser** on 01223 699194 or email choosingaschool@cambridgeshire.gov.uk

The Advisory Centre for Education (ACE) provides further information for parents on choosing a school and appealing for a school at [http://www.ace-ed.org.uk/](http://www.ace-ed.org.uk/)