

## What to do when you have a new year 7 Secondary School Place Offer

**You must reply as soon as possible to Bristol City Council, School Admissions when receiving an offer for a New Year 7 secondary School Place**

Applied online – Confirm your place as follows:

If you applied online you'll get an email with a link to log on to the [Parent Portal](#).  
When you have logged in you should either:

- **accept the place by placing a tick in the 'accept' box, before clicking send response**
- **not accept the place** and ask to go on a [waiting list](#) for a school that you applied for but did not get offered a place
- **not accept the place** and request an [appeal](#) for your preferred school
- **not accept the place** and tell us that the place is no longer needed for example if your child will be attending an independent school
- **not accept the place** and request new school preferences, all changes must be made in writing to your home council\*
- If you live in Bristol you can't change your preference or preference order on the Parent Portal.

You need to contact **Bristol City Council School Admissions** to confirm your place at:

**Email:** [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)

**or send by post to**

**School Admissions (City Hall), PO Box 3399, Bristol, BS1 9NE.**