

# Declining a referral



I have received a referral for the placement of a child.  
I do not want to make an offer for the placement.

## Declining a referral

1. Sign in to West Midlands Placement Portal (WMPP).
2. Click **Referrals** on the navigation bar.
3. In the **Filter referrals** panel, select the filters to find the referral on the list.
4. Click the **Apply filters** button at the top.  
The referrals are listed.

There are two ways to decline a referral.

Either:

1. Find the referral on the list.
2. Click the **Decline referral** button (A).
3. Select the reason why you are declining the referral.
  - If you select **Other**, type in the reason.
4. Click the **Continue** button.

The referral is declined. It is added to your archived list.

**UNREAD**

**SR: Male 14y** B

Fostering

From: Council on 14/04/25 at 12:29

Respond by 30 June 2025

Start date 1 September 2025

A Decline referral



**Note:** You can only decline referrals if you have not made an offer. If you have made an offer, you can withdraw it.

Or:

1. Find the referral on the list.
2. Click on the link (B) to view the referral.
3. In the **Respond** panel, click the **Decline referral** button (C).
4. Select the reason why you are declining the referral.
  - If you select **Other**, type in the reason.
5. Click the **Continue** button.

The referral is declined. It is added to your archived list.

**Respond**

**Make an offer**

**Send a message**

**Decline referral** C

If you have declined a referral, it appears in your archived referrals list.

To view an archived referral:

1. Sign in to WMPP.
2. Click **Referrals** on the navigation bar.
3. Click the **Archived** tab.
4. Click the link on the referral to view it.