

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

☆

Decline referral A



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.
A list of all your archived referrals is displayed.
4. Click the link on the referral to view it.