

# Withdrawing an offer

I have made an offer for the placement of a child.  
My circumstances have changed, and I need to withdraw the offer.

## Withdrawing an offer

1. Sign in to West Midlands Placement Portal (WMPP).
  2. Find and view the referral.
  3. In the **Respond** panel, click the **Withdraw** offer button.
  4. Select the reason why you are withdrawing your offer.
  5. Click the **Withdraw offer** button.
- The offer is withdrawn. The referral is added to your archived list.

### Respond

View offer

Withdraw offer

WITHDRAWN

If you have withdrawn your offer, it has the withdrawn label.

## Viewing archived referrals

If you have declined a referral or withdrawn an offer, it appears in your archived referrals list.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. In the **Filter referrals** panel, select the **Type** filter: *Withdrawn*.
5. Click the **Apply filters** button at the top.

### Type

- ☐ Declined
- ☒ Withdrawn
- ☐ Unsuccessful
- ☐ Closed

6. Click the link on the referral to view it. The **Respond** panel shows the details of the withdrawal.
7. Click the **Re-open referral** button to make another offer.

### Respond

#### Offer withdrawn

16 Apr 2025 at 11:11

Reason: Unable to meet child's needs

Re-open referral