## LETTER

## For parents and caregivers of out-of-zone applicants – when an application is on a waiting list and a place can now be offered

I am pleased to be able to inform you that a vacancy has occurred and I am now able to offer < *name* > a place at our school *(specify date student can start)*.

You will appreciate that a number of applicants who were not successful in the ballot are still on the waiting list. Please confirm your acceptance of the place in writing, or alternatively indicate that you will not be taking up the offer. A tear-off slip is provided for your convenience. Your reply must reach the school no later than < *a date that is 14 days from the date on this letter* >. If confirmation is not received by this date, the place will be offered to the next person on the waiting list of applicants who were unsuccessful in the ballot.

I look forward to hearing from you.

< *Add any relevant details about procedures relating to the first day of attendance.* > Yours sincerely

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Strike out the option that does not apply

1. I accept the offer of a place at <*school name*>.
2. Thank you for the offer of a place at <*school name*> but I do not wish to take up the offer.

Signed