## LETTER

## Draft of text of information for parents of out-of-zone applicants, to be provided when an application is received

Thank you for your application for enrolment at <*school name*>.

Because you do not live within the home zone specified in the school’s enrolment scheme your application will be subject to the selection procedure specified in the Education and Training Act 2020.

The Act states that first priority must be given to students who meet the criteria for enrolment in an approved special programme run by the school. (*If this is not relevant to your school, add the following sentence: “Our school has no such programme.”*) Second priority must be given to siblings of current students. Third priority must be given to siblings of former students. Fourth priority must be given to children of former students. Fifth priority must be given to children of board employees or board members. Sixth priority must be given to all other students.

In situations where the number of applicants exceeds the number of places available for out-of-zone students, selection will be by ballot. If a ballot is required at our school, it will be held on <*date*> and will be supervised by a Justice of the Peace (*or, as appropriate, a practising lawyer or a sworn member of the Police or a local government returning officer*).

Within three school days of this date, the school will send you a letter informing you of the outcome of the ballot. If your application has been successful, you will be asked to confirm your acceptance or rejection of the offered place within 14 days of the date on the school’s letter. If you do not respond within the 14 day period, the place will be offered to the first person on the waiting list established by the ballot.