## Draft of text for letter to parents of out-of-zone applicant who has been unsuccessful in the ballot

Thank you for your application for enrolment of your son/daughter <*name*> at *<school name*>.

A ballot has recently been held for places available for out of zone students and I regret to have to inform you that < *name* > was not successful. The names of unsuccessful applicants were listed in the order in which they were drawn in the ballot and were then placed on a waiting list. < *Name* > is number < *give number* > on the waiting list.

I have asked parents of successful applicants to inform me within 14 days whether or not they wish to accept the place that has been offered. Any vacant places that result from this process will be offered to unsuccessful applicants in the order in which their names appear on the waiting list.

The Board wishes to advise you that it has no discretionary powers that can be applied where parents feel that there are special reasons why their child should be enrolled other than through the normal balloting process. If you believe that exceptional circumstances do exist in your child’s case, then you may make application under clause 14(2)(b) of Schedule 20 of the Education and Training Act 2020 to the Ministry of Education. Forms for this process are available from the Ministry’s local office. The Ministry advises that this section is used in exceptional circumstances only. The Ministry expects that specialist medical or psychological or other expert opinion will be supplied in support of an application.

Yours sincerely