## LETTER

## Draft of text for letter to parents of out-of-zone applicant who has been successful in a ballot held in accordance with Instruction 31

## For parents and caregivers of out-of-zone applicants – who has been successful in a ballot held part-way through the year

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 am pleased to be able to inform you that < *name* > was successful. I am therefore able to offer him/her a place at our school. Please understand that this offer is for immediate enrolment <*or state a date at that enrolment will commence>* and if not taken up does not confer an entitlement to enrol next year or at some other time.

You will appreciate that some applicants were not successful in the ballot and 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 first 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