## LETTER

**Draft of text for letter to parents of students on a waiting list, in situations where a board determines part way through a year that it has vacant places that can be made available to out-of-zone students**

When the board last held a ballot for out-of-zone places at <*school name*> your child was unsuccessful in the ballot. You were informed that your child’s name had been placed on a waiting list.

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 I realise that by now your child is settled in another school. Nevertheless you may wish to accept the place at our school that I am now able to offer you. Please indicate your intentions by completing the tear-off slip at the bottom of this letter and returning it to the school by <*date*>. If you have not responded by that date, I will take that as an indication that you no longer wish your child’s name to remain on the waiting list.

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*>. I understand that the place is available for immediate enrolment <*or for enrolment from (date)*> and that the offer of a place does not entitle me to delay enrolment until a later date.
2. Thank you for the offer of a place at <*school name*> but I do not wish to take up the offer.

Signed