## LETTER

## For parents and caregivers of student whose enrolment is being reviewed because there are reasonable grounds to believe that a temporary in-zone address has been used for the purpose of gaining enrolment at the school

*Note: This is a model only. Details should be changed as appropriate.*

Dear <*parent’s name>*

ENROLMENT REVIEW NOTICE

It has come to the attention of the board that <*student’s name*> is no longer living at the address that, at the time of your application for enrolment, you stated would be *his/her* usual place of residence.

I note that when you applied for enrolment you gave no indication that the given address would be a temporary one, nor have you subsequently informed the school of any change of address, although you gave an undertaking to do so in the statement you signed at the time of application. The board feels therefore that it has reasonable grounds to believe that you have used a temporary residence within the school’s home zone for the purpose of gaining enrolment at the school.

Under Schedule 20, clause 13 of the Education and Training Act 2020, I am formally advising you that the board <or relevant sub-committee> will be reviewing the enrolment at a meeting on <date>.

It might be, of course, that there is a perfectly reasonable explanation for the change of address and that there has been no attempt to use a temporary in-zone residence to secure enrolment at our school. If that is the case, I would appreciate it if you would contact me immediately \* or make an appointment to see me in person, to provide an explanation. If the board is satisfied that the explanation for moving out of zone is genuine, then your child is entitled to remain on the school roll.

The board <*or relevant sub-committee*> has asked me to prepare a report for its meeting of

<*date*>. The report will include any information that you have provided by way of explanation. Please let me know if you would prefer to be present at the meeting to present your case personally.

If I do not hear from you by <date, that is at least 10 school days after the date of this letter and before the board meets to consider the matter>, the board may annul the enrolment as provided for in Schedule 20, clause 12(1)(a) of the Education and Training Act 2020. Any annulment will take effect one month from the date of the board’s decision.

<*Signed*> Principal

*\* Give contact details if not on the school letterhead*