## LETTER

## For parents and caregivers of out-of-zone applicants – when an application is successful and no ballot was necessary

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

The number of out-of-zone applications that the board received was fewer than the number of places that are expected to be available for out-of-zone students. I am therefore pleased to be able to offer <*name*> a place at our school for next year (*or “in the next enrolment intake”)*.

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. Please reply by <*a date that is 14 days from the date on this letter*> to assist us with forward planning.

I look forward to hearing from you.

< *Add any relevant details about procedures relating to the first day of attendance.* > Yours sincerely

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

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