## Draft public notice advertising details of pre-enrolment procedures and subsequent balloting procedures

## For a school with a single pre-enrolment period

The board invites applications from parents who wish to enrol their children at <

*school name* > for next year.

Enrolment at the school is governed by an enrolment scheme, details of which are available from the school office.

*<Insert details of how applications are to be made.>*

The deadline for receipt of applications for out-of-zone places is < *state date* >. [This includes students applying to be treated as in-zone students under transition provisions.]

Parents of students who live within the home zone should also apply by this date to assist the school to plan appropriately for next year.

The board has determined that < *state number* > places are likely to be available for out-of-zone students next year. *(Alternatively state the number of places likely to be available at particular levels within the school.)* The exact number of places will depend on the number of applications received from students who live within the school’s home zone.

*If appropriate add:* The school operates an approved special programme for <*state name*> and expects that there will be about <*number*> places available in the programme for out-of-zone students next year.

If the number of out-of-zone applications exceeds the number of places available, students will be selected by ballot (except in the case of special programmes, where the criteria in the enrolment scheme apply). *(Omit the preceding bracketed statement if it is not relevant.)* If a ballot is required it will be held on <*date* >. *(If there will be more than one ballot, eg ballots at different levels, all relevant dates must be given.)* Parents will be informed of the outcome of the ballot within three school days of the ballot being held.