

Delete and use school letterhead

Delete and type date

Delete and type parent/carer name and address

### **CONFIRMATION OF ENROLMENT IN YEAR 7**

Name of student: Delete and type name of student

Calendar year for placement in Year 7: Delete and type calendar year for placement in Year 7

Orientation day details: day and date, starting and finishing times, location

Delete and type details of orientation day (include day, date, starting time, finishing time, location)

First day of school for Year 7 students next year: time, day, date and location

Delete and type details of first day of school for Year 7 students next year (include time, day, date, location)

Year 7 enrolment enquiries contact person: Delete and type Year 7 enrolment enquiries contact person

School telephone number for enquiries: Delete and type school telephone number for enquiries

Dear Parent/Carer

Thank you for your application to enrol your child, whose name appears above, in Year 7 at this school next year.

I am pleased to be able to confirm that a place has been reserved for your child at this school. May I extend my congratulations and a very warm welcome to you and your child.

An orientation day will be held for incoming Year 7 students. Please read the orientation day information shown above. Parents/carers are encouraged to attend.

The time, date and location of the first day of school for Year 7 students next year are also shown above.

Please contact the school immediately if your circumstances change and you no longer wish to proceed with this enrolment. We will then be able to offer this vacancy to another student on our waiting list.

If you have any questions or need any further information, please telephone the enrolment enquiries contact person whose name and phone number appears above. If you need an interpreter to assist you, you may call the Telephone Interpreter Service on telephone number 131 450 and ask for an interpreter in your language. The interpreter will call the school and will stay on the line to assist you with your conversation. You will not be charged for this service.

I look forward to meeting you and your child at the Year 7 orientation day.

Yours sincerely

Principal