

Delete and use school letterhead

Delete and type date

Delete and type parent/carer name and address

NOTIFICATION OF RECEIPT OF APPLICATION TO ENROL

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

Year 7 enrolment enquiries contact person: Delete and type 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.

Your application will be reviewed and processed as a matter of priority. If it is accepted, an official confirmation of enrolment will be sent to you. In some circumstances we may need to follow up with you on some aspect of the information you have provided in your application. If this is the case, we will contact you.

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.

Yours sincerely

Principal