

Delete and use school letterhead

Delete and type date

Delete and type parent/carer name and address

NOTIFICATION OF AN UNSUCCESSFUL NON-LOCAL PLACEMENT (ON WAITING LIST)

Name of student: Delete and type name of student

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

Reasons for unsuccessful application and position on waiting list

Delete and type reasons for unsuccessful application and position on waiting list

Dear Parent/Carer

Thank you for your expression of interest for placement of your child, whose name appears above, in Year 7 at this school next year.

I regret to advise you that your expression of interest has been unsuccessful. The reasons for this are shown above.

Please note, however, that your child has been placed on a waiting list, should a vacancy occur within the next few months. Your child's position on this list is shown above. Should such a vacancy occur, we will contact you immediately.

If you have any questions please contact the school. 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