# New South Wales Department of Education – Public Schools logo Sample letter 3a

[School letterhead]

[Date]

[Name of parent or carer]  
[Address]

## Notification of an unsuccessful non-local placement (on waiting list)

Dear [name of parent or carer]

Thank you for your expression of interest for placement of your child, [name of child], in Year 7 at [name of school] next year.

I regret to advise you that your expression of interest has been unsuccessful. The reasons for this are … (insert reasons here for the unsuccessful EOI - but please note that if these reasons are likely to be contentious, the principal should seek further advice about the drafting of this letter from their Director Public Schools NSW).

Please note, however, that your child has been placed on a waiting list, should a vacancy occur within the next few months. Your child is [position on list, e.g. sixth] on this list. Should such a vacancy occur, we will contact you immediately.

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

[name of principal]

Principal