# New South Wales Department of Education – Public Schools logo Sample letter 5

[School letterhead]

[Date]

[Name of parent or carer]  
[Address]

## Confirmation of enrolment in year 7, [calendar year]

Dear [name of parent or carer]

Thank you for your application to enrol your child, [name of child], in Year 7 at [name of school] next year.

I am pleased to be able to confirm that a place has been reserved for your child at our school in [calendar year, e.g. 2018]. May I extend my congratulations and a very warm welcome to you and your child.

An orientation day for incoming Year 7 students will be held ... (indicate day, date, location, start time, finishing time, other arrangements, what to bring, desirability of parent/carer attendance etc.*)*

The first day of attendance for Year 7 students next year is [day and date]. On this day students will need to be at school … (indicate start time, location, what to bring, other arrangements including parent/carer attendance, where to purchase school uniform etc.)

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 contact [name of school person who will deal with enquiries, telephone number]. 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 on [date].

Yours sincerely

[name of principal]

Principal