# New South Wales Department of Education – Public Schools logo Sample letter 2

[School letterhead]

[Date]

[Name of parent or carer]  
[Address]

## Notification of acceptance into 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 advise you that your application to enrol has been successful. May I offer you and your child my sincere congratulations. I look forward to a very successful association with you both over the coming years.

An orientation day for all incoming Year 7 students will be held at our school on [day and date]. We will send you more details about this orientation day during September/October.

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.

Yours sincerely

[name of principal]

Principal