

Delete and use school letterhead

Delete and type date

Delete and type parent/carer name and address

PLACEMENT IN YEAR 7 NEXT YEAR

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

Date for return of *Application to enrol*: Delete and type date for return of *Application to enrol*

School telephone number if you need assistance: Delete and type school telephone number

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.

In accordance with your expression of interest, we have identified your child for proposed placement on our enrolment list for next year. As you would be aware, until a completed application to enrol has been accepted by the school, your child's enrolment cannot be finalised.

If you wish to proceed with a formal application to enrol, please complete **in English** the attached *Application to enrol in a NSW government school* and return this form to me by the date shown above.

Please note:

- It is compulsory for you to answer all questions on the application form except those about your occupation and education
- If we have not received your application to enrol by the date shown above we will assume that you are no longer interested and other students will be invited to apply
- If you submit this application but then change your mind, or your circumstances change and you no longer wish to proceed with enrolment, please contact the school as soon as possible so that we can make contact with other students on our waiting list.

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.

If you need help in completing the *Application to enrol in a NSW government school* form please contact your local primary school, or phone us to make an appointment to talk with one of our high school staff. 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.

Thank you for your assistance.

Yours sincerely

Principal