**Sample correspondence**

The following samples are provided to assist schools in their correspondence with applicants and others involved in the Years 8 to 12 placement process. Principals may amend the correspondence to suit local or individual needs.

# Acknowledging receipt of application

Dear

I wish to acknowledge receipt of your application for the enrolment of: Student name:

At High School/College\* in 2022.

Your application will be considered by the selection committee, and I will advise you of the outcome as soon as possible.

Yours sincerely

Principal (Date)

* or ‘a day place at ’ or a ‘boarder place at ’ where agricultural high schools have both day and boarder places.
* or ‘in a selective class at ’ where schools have both selective classes and community enrolment.

Note: If the selection committee requires further procedures such as testing, this letter should contain information about the test date, time, venue and cost. It should also refer to attached supplementary forms, if applicable.

# Offer of a place in Years 8 to 12 in a selective high school

*(includes James Ruse Agricultural High School or a day place at Hurlstone Agricultural High School or Farrer Memorial Agricultural High School)*

Dear

I am pleased to offer a place in Year at High School/College in 2022.

If you wish to accept this offer, please complete the attached response form and return it within 7 days of the date of this letter. If you fail to return the form within this time, the place may be offered to the next student on the reserve list.

Even if you wish to decline the offer, please return your form promptly, so that the next person on the reserve list can be notified without delay.

If you accept this offer you will be sent an Authority to attend. At the time of enrolment you will be required to show:

* proof that the student is a citizen or permanent resident of Australia or a citizen of New Zealand (e.g. full birth certificate, passport and visa or other relevant document)
* originals of photocopied documents attached to application forms, if applicable.

Yours sincerely

Principal (Date)

*Note: Additional forms required for boarder placement can be found in the supplementary bulletin for boarder agricultural high schools.*

# Response to offer

Student’s family name:

Other names:

High school offered:

Year of entry in 2022 (e.g. Year 8):

Type of placement (if required): day student/boarder student/selective class I wish to accept the offer to

I do not wish to accept the offer to

Parent’s name:

Parent’s signature:

Date:

Please complete this form and return it to the principal at the address shown on the offer letter by [insert date].

# Confirmation that an offer was declined

Dear

This letter confirms your advice that the offer for Student name:

to enrol in Year at High School/College in 2022 has been declined. The position has now been offered to another student.

Yours sincerely

Principal

# Advice of a place on the reserve list

Dear

I refer to your application for the enrolment of:

Student name: in Year\*

at High School/College in 2022.

I wish to advise that your child has not gained entry to the school, but he or she has been placed on the reserve list and will receive an offer if a place becomes available. Offers may be made until at least the end of Term 1, 2022.

If you believe you have valid grounds on which to request a review of the decision, you should write to the school within 14 days of the date on this letter with detailed reasons why you believe the decision should be reviewed. You must include a copy of this letter with your request.

Invalid grounds for reviews are listed at [https://education.nsw.gov.au/public-](https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/years-8-to-12/outcome) [schools/selective-high-schools-and-opportunity-classes/years-8-to-12/outcome](https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/years-8-to-12/outcome) and in the application information for Years 8 to 12 document.

If your child is not successful in gaining entry for 2022 you may reapply next year for entry in 2023.

Yours sincerely

Principal (Date)

* or ‘as a day student in Year \_’ or ‘as a boarder student in Year \_‘ for schools that have both boarder and day students.
* or ‘in a selective class in Year \_’ where schools have both selective classes and community enrolment.

# Advice of being unsuccessful because of residency

Dear

I refer to your application for the enrolment of:

Student name: in Year\*

at High School/College in 2022.

I wish to advise that as your child does not currently meet residency requirements, he or she has not qualified for selective high school entry.

Provided that you are already living in Australia, if you believe that there are extenuating circumstances applicable to your case you may request special consideration through the review process.

If you wish to have the extenuating circumstances of your residency status considered through a review, you should write to the school with detailed reasons why you believe the decision should be reviewed to the school within 14 days of the date on this letter. You must include a copy of this letter with your request.

If your child is not successful in gaining entry for 2022 you may reapply next year for entry in 2023 provided that you have been granted citizenship of Australia or New Zealand or permanent residency of Australia in the meantime.

Yours sincerely

Principal (Date)

* or ‘as a day student in Year \_’ or ‘as a boarder student in Year \_‘ for schools that have both boarder and day students.
* or ‘in a selective class in Year \_’ where schools have both selective classes and community enrolment.

# Advice that the application was unsuccessful

Dear

I refer to your application for the enrolment of:

Student name: in Year\*

at High School/College in 2022.

## EITHER

I regret to inform you that your application was unsuccessful.

As you will appreciate, placement in this school is highly competitive and many applicants will be disappointed that they have not been successful in gaining a place.

If you believe you have valid grounds on which to request a review of the decision, you should write to the school within 14 days of the date on this letter with detailed reasons why you believe the decision should be reviewed. You must include a copy of this letter with your request.

Invalid grounds for reviews are listed at [https://education.nsw.gov.au/public-](https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/years-8-to-12/outcome) [schools/selective-high-schools-and-opportunity-classes/years-8-to-12/outcome](https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/years-8-to-12/outcome) and in the application information for Years 8 to 12 document.

## OR

I regret to advise that no vacancies have become available for the placement of Year students. Though your child was not successful in gaining entry for 2022 you may reapply for entry in 2023.

Yours sincerely

Principal (Date)

* or ‘as a day student in Year \_’ or ‘as a boarder student in Year \_‘ for schools that have both boarder and day students.
* or ‘in a selective class in Year \_’ where schools have both selective classes and community enrolment.

# No response to offer received

Dear

Previously an offer was made to: Student name:

to enrol in Year at High School/College in 2022.

As no response has been received from you, the position has now been offered to another student.

Yours sincerely

Principal

# Acknowledging receipt of review request

Dear

I wish to acknowledge receipt of your request for a review of the selection committee’s decision regarding placement of:

Student name:

at High School/College in 2022.

Your request will be considered, and I will advise you of the outcome as soon as possible. Yours sincerely

Principal (Date)

# Advice that the grounds for review were not valid

Dear

I refer to your application for the enrolment of:

Student name: in Year

at High School/College in 2022.

I regret to inform you that your request for review of the decision of the selection committee will not proceed because it is based on grounds not considered valid.

A review must be based on evidence that the stated selection criteria and procedures were not followed. A review is not warranted if it is based on:

* other assessments such as NAPLAN or competitions
* in-class rankings of one candidate over another
* disruption to learning while the student is on holiday or overseas
* pre-diagnosed or known illness or medical conditions
* moving house
* insufficient documentation supplied to the school with the application
* delay in grant of a permanent residency visa.

As you will appreciate, placement in this school is highly competitive and many applicants will be disappointed that they have not been successful in gaining a place.

Though your child was not successful in gaining entry for 2022 you may reapply for entry in 2023.

Yours sincerely

Principal (Date)

# Advice of the review outcome

Dear

I refer to your request for a review of your application for the enrolment of:

Student name: in Year

at High School/College in 2022.

## EITHER

I regret to inform you that the review of the placement decision has not resulted in a change to the outcome.

[insert explanation where possible]

If you believe your grounds were not addressed in this review, you may write to the Director, Educational Leadership at email . Please include your original documents and this review outcome letter in your request to the Director.

Though your child was not successful in gaining entry for 2022, you may reapply for entry in 2023.

## OR

I regret to advise that no vacancies are available for the placement of Year students.

Though your child was not successful in gaining entry for 2022, you may reapply for entry in 2023.

## OR

This is to inform you that the review of your child’s outcome for placement in Years 8 to 12 has been successful.

## AND EITHER

As a result your child will receive an offer.

## OR

As a result your child will be placed on the reserve list at position

Yours sincerely

Principal (Date)

# Authority to attend

Dear

I wish to advise that: [student name]

is authorised to enrol in Year at High School/College in 2022

## EITHER

as a day student.

## OR

as a boarder.

## OR

in the selective class.

When you enrol your child on [date] please bring with you:

* this written authority
* proof of residency status (e.g. birth certificate and passport, visa or other documentation)
* the original of any documents you attached to the application form, (if applicable.)

If you have previously accepted a place at another government high school, would you please notify that school that you no longer require the place.

If you no longer require the selective place, please contact this school immediately so that the next eligible applicant can be offered the place.

Yours sincerely

Principal (Date)

# Advice to principal of the student’s current high school

Dear Colleague

The following student(s) from your high school has (have) been successful in gaining a selective place at High School/College for 2022.

Student: Year:

I will write again at the start of the school year to request the transfer of student records. I hope this early advice will help you with your planning.

Yours sincerely

Principal (Date)