# New South Wales Department of Education – Public Schools logo Sample letter 1

## For use with a blank Application to enrol

[School letterhead]

[Date]

[Name of parent or carer]  
[Address]

### Placement in year 7, [calendar year]

Thank you for your expression of interest for placement of your child, [name of child], in Year 7 at [name of school] in [calendar year, e.g. 2018.

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 at [name of school] cannot be finalised.

If you wish to proceed with a formal application to enrol, please complete the attached ‘Application to Enrol in a NSW Government School’ and return this form to me by [**DAY and DATE**].

Please note:

* It is compulsory for you to answer all questions on the application form in English, 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 contact 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 this form please contact your local primary school, or make an appointment to talk with our staff at [name of high school] on telephone number [school phone 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.

Thank you for your assistance.

Yours sincerely

[name of principal]

Principal