INSERT SCHOOL NAME AND ADDRESS INSERT SCHOOL LOGO

Applicant Name Parent Contact Number  
Applicant Address

Date

Dear XXX

Application for admission in: INSERT SCHOOL TERM AND ACADEMIC YEAR

INSERT CHILD NAME AND DATE OF BIRTH

Current / previous school: INSERT RELEVANT SCHOOL

I am writing to let you know the outcome of your application for a school place in the academic year **XXXXX**

**Place Offered**

INSERT YOUR SCHOOL NAME Yes

Please contact our reception team to arrange a start date within the next 10 school days.

The expectation is that your child will start at school within 10 school days of the offer being received, or at the start of the next term if that is being applied for.

If you are unable to take up this offer, the place may no longer be available and a new application may be required. If your circumstances have changed and you wish to reject the place offered, please contact us so that we may update our records.

Yours sincerely

**INSERT SCHOOL NAME AND**

**HEADTEACHER SIGNATURE**