15th August 2020

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for submitting an enrolment form for your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We have completed our enrolment process using the Priority Order of Placement and would like to inform you that we have a place available for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Over the coming weeks, further details will be shared about our Transition Process. In the meantime, you may like to keep an eye on our website and follow us on Facebook. If your circumstances change, please contact us immediately.

We look forward to supporting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’ transition into Prep in 2021,

Principal

15th August 2020

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for submitting an enrolment form for your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We have completed our enrolment process using the Priority Order of Placement and would like to inform you that we cannot offer a place for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As required by the Department of Education and Training, we have utilised the Priority Order of Placement and a summary is highlighted below.

Primary schools can only accept students from outside their school zone if they have places available. Where there are insufficient places at a school for all students who seek entry, students must be enrolled in the following priority order:

* *Students for whom the school is the designated neighbourhood school.*
* *Students with a sibling at the* ***same permanent address*** *who are* ***attending the school at the same time****.*
* *Where the Regional Director has restricted the enrolment,* ***students who reside nearest the school.***
* *Students seeking enrolment on specific curriculum grounds.*
* *All other students in order of closeness of their home to the school.*
* *In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds, noting that enrolment on this basis is only used in exceptional circumstances.*

We are fortunate that we have so many great Government Schools and would like to assure you that you are guaranteed a place for your child at your designated neighbourhood school. For further details <https://www.findmyschool.vic.gov.au/> and enter your home address. I would then encourage you make contact with that school and organise an enrolment for your child.

I wish you well in child’s future,

Principal