

11. OFFER LETTER

Dear «Parent_Title» «Parent_Sname»

Name of Pupil: **«ChildFname» «ChildSname»**
Date of Birth: «ChildDOB»
Current School: «CurrSchoolName»
Year Group: <<**Round**>>

I am writing to let you know the outcome of your application for a school place. Your child has been offered a place at «**PrefSchoolName1**».

If this is not your first choice school, then I regret that it was not possible for your child to be offered a place at the school which you listed as a higher preference on your application form. Some schools had more applications than places, and other applicants had a higher priority than your child under the school's published admission criteria. Please note, it is not possible for all applicants to be offered a place at their first preference school.

You have a right of appeal under the School Standards and Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the Admission Authority for the school (see list at the end) to obtain the procedure and the date by which an appeal must be received by them.

Please return the attached reply slip **as soon as possible** to advise whether you wish to accept this place. You must reply within 14 days or the offer may be withdrawn. If you are moving away, or do not want to accept the place for any reason, please write the details in the space provided. If I do not hear from you in writing or through email by «RespDate», I will contact you because the Local Authority has a legal duty to track all applicants into education.

Where the place offered is not your first preference, we strongly recommend that you accept this offer pending the outcome of any waiting list requests or appeals submitted, so that your child can start school as soon as possible.

You can also confirm that you wish your child's name to be placed on the waiting list for any school to which you have applied in the borough of Ealing. However it is not possible to give any indication of when your child may be offered a place. Please note that waiting lists for Community Schools will be cancelled on 31 July each year, unless

- a. your child has no school place or
- b. you contact the In-Year Admission Team to confirm you wish to remain on the waiting list (this will be acknowledged)

Please contact other schools (own Admission Authority) for details of their management of their waiting lists.

Please return the reply slip to me by «RespDate». If you have any questions about this letter please contact In-Year Admissions on (020) 8825 6339.

Please note: this offer is subject to proof of date of birth, which the school will require. If this is not provided, or the details are different from the details entered on the In-Year Common Application Form, then the offer may be considered invalid and may be withdrawn by the In-Year Admissions Team

Yours sincerely
In-Year Admissions