

*[Insert date]*

*If your school is operating an application procedure, this letter can be used and adapted to suit your school context*

Dear [insert name]

I am sorry to inform you that we will not be able to accommodate your child [insert name] on the Language Futures initiative next year. We were very impressed with the quality of applications this year and delighted with students’ eagerness to be involved.

The reasons for not being able to accept your child on this programme are:

* We had more applicants than spaces available.
* While planning the curriculum for the programme, we explored the resources available for the language your child chose and felt that there weren’t enough available in [insert language]. At the moment, there isn’t a wide variety of online and age-appropriate learning opportunities to secure your child’s success in their chosen language.
* In the case of [sign-language and Latin], we explored how we might be able to make this work and decided that we have not yet developed the pedagogy to be able to apply it to these different forms of languages.
* In the case of [Polish, Afrikaans, and Dutch], we decided that as ‘peer learning’ is a crucial part of the programme, these students would not have the benefit of other learners working with them on the same language.

We hope that either now or in the future, your child will find a route which will enable them to pursue this interest.

Yours sincerely,

[Insert name, role etc].