

«Parent\_Title» «Parent\_Sname»  
«Address1»  
«Address2» «Address3»  
«Address4» «Address5»  
«Address6»  
«Postcode»

**Our ref:** In Year (Standard)  
**Date:** «SentDate»

Dear «Parent\_Title» «Parent\_Sname»

### **Houghton Regis Academy Application Update**

Thank you for your application which was received and is being processed.

As you know, it was the aim of Admissions to confirm to you the outcome of your application by 8<sup>th</sup> April 2020.

Unfortunately, this hasn't been possible. With the national health emergency and restrictions in place means we are not operating under normal circumstances.

I would like to reassure you that discussions are still ongoing between the Academy Trust and the receiving schools, which have not yet concluded.

We understand this is unsettling for you and your child. Please be assured that as soon as we are able, we will notify you of the school place allocated to your child.

Thank you for your patience.

Yours sincerely  
School Admissions Team

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Direct telephone: 0300 300 8037