10 WhatsApp Reply Templates

Warm, ready-to-send messages for every step of an admission enquiry

Save these as Quick Replies in WhatsApp Business (Settings → Business tools → Quick replies). Replace the words in [brackets].

1. First reply to an enquiry

> Hello [Name], thank you for reaching out to [School name]! I'd be happy to help. May I know your child's name and the class you're looking for?

2. After-hours away message

> Thank you for your message! Our admissions team is available 9 am–5 pm, Monday to Saturday. We'll reply first thing tomorrow morning.

3. When a parent asks about fees

> Of course. For Class [X], the annual fee is ₹[amount], which includes [tuition, books, activities]. Transport is ₹[amount] depending on your area. Would you like to visit the campus this week to see everything in person?

4. Visit confirmation

> Your visit is confirmed for [Day, Date] at [Time]. Location: [Maps link]. Please ask for [Name] at the reception. See you soon!

5. Reminder the evening before

> Hello [Name], just a reminder that we're looking forward to meeting you and [Child] tomorrow at [Time]. Reply here if you need to change the time.

6. Thank you after the visit (same day)

> Thank you for visiting us today, [Name]. It was lovely meeting [Child]! If any question comes up at home, just message me here.

7. Day 3 follow-up

> Hello [Name], here's a small glimpse of a [Class X] activity from this week [photo]. We'd love to have [Child] with us.

8. Day 7 follow-up

> Hello [Name], many parents ask about [transport / timings / safety]. Here's a quick note on that: [answer]. Happy to help with anything else.

9. Deadline reminder

> Hello [Name], admissions for [Class X] close on [Date] and only a few seats are left. Would you like me to keep a seat for [Child]?

10. Admission confirmed

> Welcome to the [School name] family! We're so happy to have [Child] with us. Here's what happens next: [steps / first-day guide].

Want help putting this in place for your school? **DM me AUDIT** on Instagram for a free 15-minute online check of your school.

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