



# Fact sheet

## Cancellation of enrolment

A principal of a state school at which a student *who is older than compulsory school age* is enrolled, may cancel the enrolment of the student if they are reasonably satisfied the student's behaviour meets the ground for cancellation.

Any decision by the principal to cancel a student's enrolment is a very serious disciplinary action.

### Ground for cancellation of enrolment

As per the [Education \(General Provisions\) Act 2006](#), the only ground for cancellation of enrolment is that the behaviour of a student (who is older than compulsory school age) amounts to a refusal to participate in the educational program provided at the school.

### Key information

- Principals are the only persons [authorised](#) to cancel a student's enrolment, and must be the officer who, in writing, communicates this decision to the student and their parent.
- The principal can cancel the enrolment of a post compulsory school age student if the student refuses to participate in the educational program provided by the school.
- The enrolment of a student of compulsory school age cannot be cancelled.
- Prior to any decision regarding cancellation, the principal or delegate must provide a warning to the student of the refusal to participate and the school's expectations for participation in the educational program, then allow the student a reasonable opportunity to meet the school's expectations.

### Responsibilities

#### Principals

- Must be able to justify the ground for cancellation of enrolment with comprehensive explanation and evidence, explaining how the student's behaviour specifically meets the ground.
- Arrange for the region to be notified to appoint a [regional case manager](#).
- Ensure the student and parent are provided with a warning of the refusal to participate and the school's expectations for participation in the educational program.
- Allow the student a reasonable opportunity to meet the school's expectations following the warning.
- Use only the letters and approved forms available in OneSchool.

- Provide the student and parent with a notice on the approved form, including:
  - the decision to cancel the student's enrolment;
  - the reasons for cancelling the student's enrolment;
  - the date on which the student can apply to re-enrol at the school;
  - the contact details for the [regional case manager](#);
  - details about making a submission to the Director-General or delegate; and
  - if the student is in the compulsory participation phase, information about [eligible education and training options](#).
- Ensure copies of the signed letters (approved forms) and attachments provided to the student and parent are saved in the student's OneSchool behaviour record.

#### Regional Case Managers

- Act as a point of contact for the student and their family.
- Facilitate access to information about other educational options or alternatives available in the local area.
- Record contact with the student/ family in OneSchool, including copies of correspondence.
- Provide assistance with understanding the appeal processes, including making arrangements to support submission of oral appeals.

#### Students

- Can make an [appeal submission to the Director-General or delegate](#) against cancellation of enrolment decisions.
- May not attend the state school or any school activity where their enrolment was cancelled.

### Definitions

#### Compulsory school age

1. A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years.
2. However, a child is no longer of compulsory school age if the child has completed year 10.

#### Compulsory participation phase

A young person's compulsory participation phase—

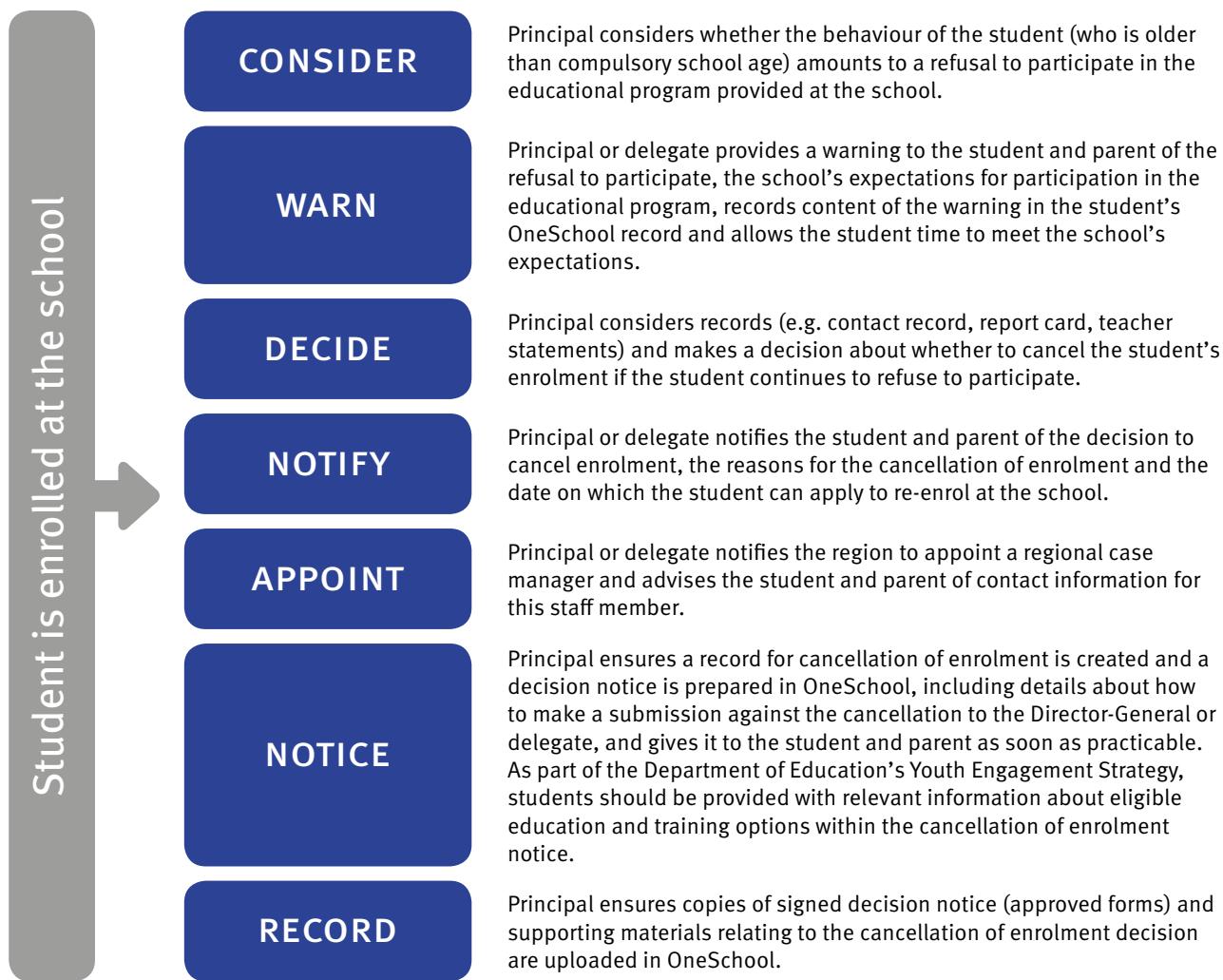
- a. starts when the person stops being of compulsory school age; and
- b. ends when the person—
  - i. gains a certificate of achievement, senior statement, certificate III or certificate IV; or
  - ii. has participated in eligible options for 2 years after the person stopped being of compulsory school age; or
  - iii. turns 17 years.

**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/cancellation-of-enrolment-procedure> to ensure you have

the most current version of this document.

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## Cancellation of enrolment flowchart



## Considerations

### Age

Is the student younger than compulsory school age?

### Effort

Do the student's contact record, report card and teacher statements collectively indicate participation in the educational program provided at the school? Is the student achieving *average* or above in their *effort*?

### Engagement

Has the student received a warning of the refusal to participate and the school's expectations for participation in the educational program? Is there improvement in the student's engagement? Does the student regularly submit their assessment items on time?

### Attendance

Does the student's attendance data indicate they are attending school regularly?

### Achievement

Is the student on track to achieving academic results or obtaining their QCE?

### Behaviour

Could the student's problem behaviour be addressed through a disciplinary consequence or strategy?

### Support

Is there evidence that additional support measures have been implemented to assist the student to re-engage as soon as the school became aware the student was at risk of cancellation?

Have the student's individual circumstances been taken into account? Has there been a genuine opportunity for the support to make an impact, to enable the student to improve their engagement?

## Resources

- [Code of Conduct for the Queensland Public Service](#)
- [Department of Education standard of practice](#)
- [Education \(General Provision\) Act 2006](#)
- [Ombudsman Good Decision-Making Guide](#)
- [Cancellation of enrolment procedure](#)
- [Fact sheet – Student Code of Conduct](#)
- [Principal guidelines – student discipline](#)

