**Notice to parent/student – decision on proposed flexible arrangement with an alternative education provider**

**\*\*This notice is to be provided to parent/student when the authorised entity makes a decision about a flexible arrangement following a preliminary view to not grant the proposed flexible arrangement. It should be printed on school letterhead. DELETE THIS NOTE BEFORE PRINTING\*\***

{Insert date of notice}

{Insert name of parent/student if independent or in the compulsory participation phase}

{Insert address}

{Insert suburb} QLD {Insert postcode}

Dear {insert name of parent/student}

**Re: Decision on proposed flexible arrangement with an alternative education provider**

I refer to the proposed flexible arrangement dated {insert date} for {insert student’s name}/you at {insert school name}.

For the purposes of s.182 and s.183 of the *Education (General Provisions) Act 2006* (the Act), the reference in s.182 to the authorised entity is to be read as a reference to the chief executive of the Department of Education. I am the chief executive’s delegate.

I issued a preliminary view letter dated {insert date}, concerning the proposed flexible arrangement, inviting you to make a written submission to comment on the preliminary view, preliminary material considered, preliminary findings of fact and preliminary reasons within 10 school days from the date of the letter. {Choose one, delete the other} You did not make a written submission within this time. **OR** You made a written submission dated {insert date}.

I am writing to inform you of my final decision.

**My decision**

In accordance with s.182 and s.183 of the Act, I have decided to {choose one, delete the other} approve the proposed flexible arrangement **OR** not approve the proposed flexible arrangement.

**Material considered**

In arriving at my decision, I considered the following materials:

{List in separate dot points all documents considered in making the decision, as per the Preliminary View notice, and any other new materials}

* s.182 and s.183 of the Act.
* A submission by {you/your parent} dated {insert date} in response to the preliminary view notice dated {insert date}.

You have already been provided with a copy of this material.

**Findings of fact**

On the basis of this material, I found that:

{Detail all relevant findings of fact below as per the Preliminary View notice and include new findings of fact from any submissions received}

**Reasons for my decision**

I made my decision for the following reasons:

{Detail the reasons for the decision below as per the Preliminary View notice, referring to criteria and considerations outlined in s.182(2) above, and information from any submissions received}

I have considered the human rights engaged in connection with my decision in accordance with the *Human Rights Act (2019)*. I consider my decision to be compatible with human rights. While some rights may be limited, I believe they are limited in a way that is reasonable and justifiable.

As the authorised entity, my decision is final. There is no internal review available of my decision.

If you wish to make a complaint regarding the services or actions of the department or its staff, please refer to information about the complaints process which is available on the department’s website at <https://qed.qld.gov.au/contact/customer-compliments-complaints>.

Yours sincerely

**{INSERT NAME}**

{Insert name of authorised entity}

{Insert position title of authorised entity}

**{insert name of school if applicable}**

DATE: \_\_\_/\_\_\_/\_\_\_

Ref:

COPY: Parent (if appropriate)

Principal/s (if applicable)