**Notice to student – application for internal review of principal’s decision on additional semester/s**

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

**Re: Application for internal review of a decision by principal of {insert name of school} regarding your application for additional semester/s of state education**

I refer to your application dated {insert date} for a review of the decision made by {insert name and position title of the principal} concerning your application for an additional {one semester OR two semesters} of state education.

The principal’s decision under s.66 of the *Education (General Provisions) Act 2006* (the Act) was to (choose one, delete the other) not grant you an additional {one semester or two semesters} of state education at {insert name of school} OR not grant you an additional two semesters of state education at {insert name of school}, but to grant you an additional one semester only, effective from {insert date and year}.

**My review decision**

In accordance with s.392 of theAct*,* I have decided (choose one, delete the others) to confirm the principal’s original decision OR amend the principal’s original decision OR substitute another decision for the principal’s original decision.

Accordingly, my review decision means that (choose one, delete the others) you may undertake an additional {one semester OR two semesters} of state education at {insert name of school} OR you may not undertake an additional {one semester OR two semesters} of state education at {insert name of school} OR you can undertake an additional one semester only of state education (i.e. first additional semester).

**Material considered**

In making my decision, I considered the following material:

* Chapter 4, Part 3 of the Act.
* Departmental procedure: *Allocation of state education*.
* *Notice to student – Principal’s preliminary view on additional one or two semesters* dated {insert date}.
* *Notice to student – Principal’s decision on additional one or two semesters* dated {insert date}.
* Your application for review of the principal’s decision dated {insert date}.
* {List in separate dot points all other documents considered in making the decision, including, for example, any submission(s) made on the student’s behalf, OneSchool attendance records, report cards, previous school enrolment records (state/non-state/interstate/overseas/home education), certificates of achievement, any documents regarding age, ability and development of student (e.g. OneSchool student profile, IEPs etc.) and exemption from compulsory schooling/participation documents.}

**Findings of fact**

On the basis of this material, I found that:

{Detail all relevant findings of fact below, including any responses to submission(s) made by the student or their parent in the dot points below. Note: for a decision on an application for additional semesters under s.66 of the Act, all relevant matters must be considered and findings of fact made about all relevant matters in making the decision, including:

1. whether the student is of compulsory school age
2. the likely educational outcome of the student attending the school for the additional semester or semesters
3. the likely impact on the resources of the school of the student attending the school for the additional semester/s (see s.66 of the Act).

Specific findings on each of these relevant matters should be set out in the findings of fact.}

* Your date of birth is {insert date} (i.e. you are aged {insert age} years old).
* You are of compulsory schooling age.

**Reasons for my review decision**

I made my decision for the following reasons:

{Detail the reasons for the decision below. Each of the relevant matters that must be considered in making the decision should be addressed.}

**ONLY INCLUDE THE FOLLOWING SECTION ‘APPLICATION FOR EXTERNAL REVIEW’ IF THE REVIEW DECISION IS NOT THE DECISION SOUGHT BY THE APPLICANT – OTHERWISE DELETE THIS SECTION**

**Application for external review**

Under s.394 of the Act, you may apply to the Queensland Civil and Administrative Tribunal for a review of my decision.

To apply for a review, fill out the “Application to review a decision” form which is available from, and may be lodged at:

* *In person:* Queensland Civil and Administrative Tribunal, Level 9, Bank of Queensland Building, 259 Queen Street, Brisbane QLD 4000, or at any local Magistrates court outside of the Brisbane CBD; or
* *By mail:* QCAT, GPO Box 1639, Brisbane QLD, 4001

The form is also available at www.qcat.qld.gov.au.

Applications must be accompanied by the prescribed application fee. The application must be lodged within 28 days of the day you were notified of the decision. You must lodge a copy of this notice with your application.

You may apply under s.22 of the *Queensland Civil and Administrative Tribunal Act 2009* for an order staying the operation of my decision. If you wish to apply for a stay, you will need to indicate this in the form in which you apply for a review of the decision.

Yours sincerely

{Insert full name}

# Regional Director

# {Insert name of region}

COPY:

Parent (if appropriate)

School principal