**Notice to student – decision on additional 5th or 6th semesters**

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

**Re: Decision on application for additional semester/s of state education**

(choose one – delete the other) I refer to your application dated {insert date} for additional semesters of state education at {insert school name} OR I refer to my preliminary view letter dated {insert date} concerning your application for additional semesters of state education at {insert school name}.

I am writing to inform you of my decision on your application.

For the purposes of deciding your application, I am the chief executive’s delegate.

**My decision**

In accordance with s.72 of the *Education (General Provisions) Act 2006* (the Act), I have decided to (choose one – delete the others) grant you an additional {one or two semester/s} of state education at {insert school name} OR not grant you any additional semesters OR not to grant you an additional two semesters of state education at {insert school name}, but to grant you an additional one semester only (i.e. 5th additional semester).

**Material considered**

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

* Chapter 4, Part 5 of the Act.
* Sections 9 and 231(b) of the Act.
* Schedule 1 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*.
* Departmental procedure: *Allocation of state education*.
* Form *ASE-2 – Application for additional semesters of state education (beyond two semesters)* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.
* {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.}

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. Note that under s.72 of the Act, the decision maker must consider all relevant matters in making the decision, including (for example):
	+ 1. whether the student is of compulsory school age
		2. the likely education 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 or semesters.}
* You were previously enrolled in {insert name of previous school} from {insert date} to {insert date}
* You have repeated {insert number} years of schooling
* You have completed {insert number} of semesters/years of schooling interstate and/or overseas
* You have missed {insert number} of semesters/years of schooling due to illness
* You are XX years old and {choose one – delete the other} of compulsory schooling age OR in the compulsory participation phase

**Reasons for my decision**

I made my decision for the following reasons:

* {Detail the reasons for the decision below}.
	+ You have been enrolled in school for {insert number} semesters
	+ You have repeated {insert number} semesters

**Application for review**

Under s. 72(3)(b)(ii) 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](http://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 name of regional director}

**Regional Director**

**{insert name of region}**

COPY: Parent (if appropriate)