**Notice to student on enrolment – decision on initial remaining semester allocation**

{Insert date of notice}

{Insert student’s full name}

{Insert address}

Dear {insert student’s name}

**Re: Decision on your initial remaining allocation of state education**

I refer to my preliminary view letter dated {insert date}.

I am writing to inform you of my decision on your remaining allocation of state education.

**My decision**

In accordance with s.61 of the *Education (General Provisions) Act 2006* (the Act), I have decided that you have an initial remaining allocation of {insert number} semesters of state education.

As you are presently enrolled in Year {insert Year level} of school, assuming that you use two semesters per year for each year of schooling, you have enough semesters left to complete Year {insert Year level}.

**Material considered**

In making my decision, I considered the following information:

* Chapter 4, Part 2 of the Act.
* Departmental procedure: *Allocation of state education*.
* {List in separate dot points all other documents considered in making the decision, including, for example, 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.}
* Your submission dated {insert date} in relation to the preliminary view letter on your remaining allocation of state education 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. Note, under s.62 of the Act, principals must consider all relevant matters in making the decision, including:

* 1. the age ability, aptitude and development of the student
	2. the need to take account and promote continuity of the student’s initial learning experiences
	3. whether the enrolment is compulsory or non-compulsory
	4. if the student’s initial enrolment is non-compulsory – the student’s initial commitment to complete a course of study.
* 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 {insert number} 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. Each of the relevant matters that must be considered in making the decision should be addressed.}

* You have been enrolled in school for {insert number} semesters
* You have repeated {insert number} semesters

**Review of my decision**

Under s.390 of the Act, you may apply to the regional director for a review of my decision.

Your application for review must be in writing (email is acceptable) and must be made **within 30 school days** after you received this information notice. If you require more time to make your application you may request an extension of time from the regional director.

Your application should explain why you disagree with my decision and must be supported by enough information to enable the regional director to decide the outcome of the application. Details of this process are attached for your information (attach *Information for students/parents – reviews against decisions on allocation of semesters of state education*).

Your application for a review must be addressed to:

{insert name and title of regional director}

{insert mailing address}

Yours sincerely

{Insert name of principal}

**Principal**

{Insert name of school}

COPY:

Parent (if appropriate)

Enc: [Information for students/parents – reviews against decisions on allocation of semesters of state education](https://ppr.qed.qld.gov.au/attachment/information-for-students-parents-reviews-against-decisions-on-allocation-of-semesters-of-state-education.docx)