**Notice to student on enrolment – preliminary view on initial remaining semester allocation**

{Insert date of notice}

{Insert student’s full name}

{Insert address}

Dear {insert student’s name}

**Re: Preliminary view on your initial remaining allocation of state education**

I refer to your enrolment at {insert name of school}.

As you are a student who does not have a basic allocation of 26 semesters of state education because (choose one – delete the others) your enrolment in a state school ended at {your OR your parent’s} request OR you received schooling at a non-state school OR you received home education OR you received schooling outside Queensland OR you received an exemption from compulsory schooling requirements, I am required to decide your initial remaining allocation of state education.

**My preliminary view**

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

As you are presently enrolled in Year {insert Year level}, 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 forming my preliminary view, I considered the following materials:

* 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.}

A copy of the material outlined above is attached to this letter for your consideration. {NOTE: any personal information of other students (or the parents of other students) must be redacted from the materials before they are given to the student.}

**Preliminary findings of fact**

On the basis of this material, my preliminary findings of fact are as follows:

{Detail all relevant findings of fact below, including evidence to support why the student does not have a basic allocation of 26 semesters. Note, under s.62 of the Act, principals must consider and make findings of fact about 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 school} from {insert date} to {insert date}.
* You 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.
* Your received home education for {insert number of years or semesters}.

**Reasons for my preliminary view**

I formed my preliminary view 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

**This is not my final decision**. I invite you to consider my preliminary view and make any submission to me you consider necessary. Your submission should be made in writing (email is acceptable) and received by me **within 10 school days** of the date of this letter.

I will not make a final decision until the 10 school day period is exhausted. I will consider any written submission you make to me before the end of that time.

If I do not receive a submision from you within this time, I will proceed to make my decision based on the information presently in my possession.

Yours sincerely

{Insert name of principal}

**Principal**

{Insert name of school}

COPY:

Parent (if appropriate)