[Letter from decision-maker to parent. **This letter must be POSTED WITH THE ORIGINAL *INFORMATION NOTICE - REQUIREMENTS FOR ENROLMENT IN A STATE SPECIAL SCHOOL NOT SATISFIED* (INFORMATION NOTICE). It may also be emailed once it is POSTED.]**

**(NOTE: THE ORIGINAL INFORMATION NOTICEMUST BE POSTED TO THE APPLICANT WITH ALL MATERIALS CONSIDERED)**

**This letter is required by the EGPA and with all attachments must be posted to the applicant. It may also be emailed.**

**The attachments are mandatory:**

* **Original Information Notice – unsuccessful application for enrolment in a state special school**
* **Parent consent and information – Referral of enrolment to a State Special School,**
* **Principal referral of application for student not currently enrolled in a state special school form; and**
* **all other information and evidence used in the decision-making process.**

**Subject: Application for [student name]’s enrolment in [name of state special school]**

Dear [parent/s name],

Thank you for your application for enrolment of [student name] in [name of state special school].

To be eligible for enrolment in a state special school, all criteria outlined in the [Special school eligibility (“person with a disability” criteria) policy](https://education.qld.gov.au/student/Documents/special-school-eligibility-policy.docx)must be met, and the relevant special school must be able to cater for [student name]’s educational needs.

I have carefully considered the application for enrolment and all the evidence including the information you provided.

The evidence, however, does not currently indicate that all enrolment requirements have been met and in accordance with section 167 of the [*Education (General Provisions) Act 2006* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039), I have decided to refuse enrolment of [student name] in [name of state special school]. A copy of evidence and materials I considered when making my decision is enclosed, including the additional information you provided in response to my preliminary view to refuse enrolment letter posted on [date]. **OR** I note no additional information was received following my preliminary view to refuse enrolment letter posted to you on [date].

The reasons for my decision are outlined in the enclosed [Information notice – Requirements for enrolment in a state special school](https://ppr.qed.qld.gov.au/attachment/information-notice-requirements-for-enrolment-in-a-state-special-school-not-satisfied.docx)(Information Notice), which also provides information about your right to an internal review.

If you disagree with my decision and would like my decision to be internally reviewed, you will need to provide a completed [Application for internal review of special school enrolment ineligibility form](https://ppr.qed.qld.gov.au/attachment/application-for-internal-review-of-special-school-enrolment-ineligibility.docx) within 30 school days. Your application should be sent to: [insert address details of review delegate].

Given my decision, you will need to enrol [student name] in another school if they are not already enrolled in a school.

Please be assured that [student name] will receive support at their closest local school and reasonable educational adjustments will be made to enable them to attend school and achieve their full potential.

To discuss enrolment options and supports available for your child you may contact the principal of your chosen school or [insert name], Principal Education Officer, Student Services on [insert phone number] from the department’s [insert location of relevant regional office] regional office. Please also contact [insert PEO name] if you need assistance requesting an internal review.

Thank you again for your application for enrolment in [name of state special school], and I wish you and [student name] every success in the future.

Regards

[Decision-maker’s name]

[Decision-maker’s position]

Enc:

[Application for student enrolment form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf)

[State special school enrolment parent consent and information form](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-parent-consent-and-information-form.docx)

[Enrolment application principal referral form](https://ppr.qed.qld.gov.au/attachment/enrolment-application-principal-referral-form-oneschool.docx)

[Decision-maker’s preliminary view to refuse enrolment in a state special school](https://ppr.qed.qld.gov.au/attachment/parent-notification-decision-makers-preliminary-view-to-refuse-enrolment-in-a-state-special-school.docx)

[Information notice – Requirements for enrolment in a state special school not satisfied](https://ppr.qed.qld.gov.au/attachment/information-notice-requirements-for-enrolment-in-a-state-special-school-not-satisfied.docx)(original)

All other evidence and information considered by decision-maker