[Email from decision-maker to state special school principal]

INSTRUCTIONS:

This email is sent by the officer who made the decision to refuse enrolment advising the special school principal of that decision and of the decision not to offer temporary attendance (which may be made by a Regional Director)

Please note the email contains a temporary attendance paragraph which should be deleted if a request for temporary attendance was not made.

Email: principal@ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Special school enrolment application - [student name]**

Dear [principal name]

Thank you for referring the [Application for student enrolment](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) for [student name] in [name of state special school].

I am the Chief Executive’s delegate for the purpose of deciding whether the requirements for enrolment under sections 166 and 167 of the [*Education (General Provisions) Act 2006* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039) (the Act) are satisfied.

In accordance with section 167 of the Act, I advise the requirements for enrolment are not satisfied and therefore [student name]’s enrolment in [name of state special school] is refused.

Please find attached a copy of the [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) (Information Notice), which outlines the reasons for my decision and the applicant’s right to an internal review.

All materials and evidence, that informed my decision, including additional information provided by the applicant in response to my preliminary view to refuse enrolment letter posted on [insert date] **OR** I note no additional information was received following my preliminary view to refuse enrolment letter posted to the applicant on [insert date] can be viewed in the Special School Enrolment application in OneSchool.

These materials and the original Information Notice have also been posted and emailed to the parents.

Please contact me if you have any questions.

Regards

[Decision-maker’s name]

[Decision-maker’s position]

CC: Base school principal (if relevant)