**ADVICE TO PRINCIPAL RE REFUSAL OF ENROLMENT OF {INSERT NAME OF PROSPECTIVE STUDENT}: UNACCEPTABLE RISK TO THE SAFETY OR WELLBEING OF MEMBERS OF {INSERT NAME OF SCHOOL}**

**SCHOOL DETAILS**

**Name of School:**

**Address:**

**PROSPECTIVE STUDENT DETAILS**

**Surname: Given Names:**

**Date of Birth: Proposed Year Level:**

**Home Address:**

**Parent’s Name (where applicable):**

Dear {insert name of Principal}

In responding to your referral of the application by {insert name of prospective student} to enrol at {insert name of school}, I have examined the facts and circumstances related to their application and come to the following decision:

I have decided that {insert name of prospectivestudent} poses an unacceptable risk to the safety or wellbeing of members of the {insert name of school} community.

Consequently, I have decided to refuse {insert name of prospective student} enrolment at {insert name of school}. {Insert name of prospective student} is not eligible to apply for enrolment again at {insert name of school} for a period of one year from the date of the decision notice.

A copy of my decision notice to the student is attached.

{Insert name of prospective student} will be advised of my decision, by phone, by {insert title and name of Regional Director}, Regional Director, {insert name of region} Region. You are instructed not to enrol {insert name of prospective student}, and to refer any further correspondence from, or contact with this student to {insert title and name of Regional Director}.

{Insert title and name of Regional Case Manager}, {insert position of Regional Case Manager}, {insert name of region} Region, has been assigned as Regional Case Manager to assist and support {insert name of prospective student} to access an educational program. {Insert title and name of Regional Case Manager} can be contacted on {insert Regional Case Manager phone number}.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

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# Ref:

# Enc: Copy of RTE-8 Decision notice to student