**ADVICE TO PRINCIPAL RE ENROLMENT OF {INSERT NAME OF PROSPECTIVE STUDENT}: NOT CONSIDERED UNACCEPTABLE RISK**

**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):**

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

{Insert name of prospective student} does not pose an unacceptable risk to the safety and wellbeing of members of the {insert name of school} community.

In arriving at my decision I considered the following information:

* {Insert information considered}
* {For mature age individuals with criminal history, list the charges of concern and the date/s of the offence/s — attach a copy of the relevant criminal history}

I made the decision for the following reasons:

* {Insert reasons}
* {For mature age individuals delete/add/amend as relevant}:
	+ (If relevant) The applicant has not been charged with or convicted of any offences prior to these charges in {insert month and/or year}, and has not been charged with or convicted of any new offences since.
	+ (If relevant) It should be noted that this entry/ these entries appear on the applicant’s criminal history, but those charges were all either dismissed/ discontinued by nolle prosequi or no evidence was offered by the prosecution.

{Insert name of prospective student or parentas applicable} will be advised of my decision by this office. You should now deal with their enrolment application in accordance with section 156 (1) of the *Education (General Provisions) Act 2006* (Qld).

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

 **/ /**

Ref:

cc: Regional Director, {insert name of region}