

## Policy and Procedure Register updates – Summary of changes to:

### Allocation of state education procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>Since the previous review of this procedure, the <i>Human Rights Act 2019</i> (Qld) has been introduced, which requires public service employees to make decisions compatible with protected human rights. The procedure requires state school principals and delegated regional and central office staff to make and/or review decisions relating to additional and/or remaining semesters of state education. As a result, the procedure has been updated to ensure that human rights are considered in the required decision-making process.</p>		
<b>2. Summary of changes</b>		
<p><i>The procedure:</i></p> <ul style="list-style-type: none"> <li>• Rewording and reformatting of the Responsibilities section</li> <li>• Included the responsibility to consider human rights for decision makers</li> <li>• Addition of a process flow chart under the Process section</li> <li>• Added clarification that further semesters (e.g. 3<sup>rd</sup> or 4<sup>th</sup>) cannot be applied for unless previous additional semesters (e.g. 1<sup>st</sup> or 2<sup>nd</sup>) have been granted.</li> <li>• Included consideration of human rights in the decision-making process</li> <li>• Combining of process for additional 3<sup>rd</sup> or 4<sup>th</sup> and 5<sup>th</sup> or 6<sup>th</sup> semesters to reduce repetition of process steps</li> <li>• Included (existing) information on review of Regional Director's decision on 5<sup>th</sup> or 6<sup>th</sup> semesters in the Process section</li> <li>• Some definitions amended for clarity</li> </ul> <p><i>Supporting documents:</i></p> <ul style="list-style-type: none"> <li>• Included references to human rights in the notice templates</li> <li>• Updated research in the <i>Guidelines for repeating a year level</i></li> <li>• Clarification added in <i>ASE - 2: Application for additional semesters of state education (beyond two additional semesters)</i> form that 5<sup>th</sup> or 6<sup>th</sup> semester cannot be applied for unless 3<sup>rd</sup> or 4<sup>th</sup> semester has been granted</li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
Principals	Consideration of human rights in the decision-making process	1, 3, 4 and 5

Regional Directors (or other delegates of the Director-General)	Consideration of human rights in the decision-making process	2, 6 and 8
Assistant Director-General, Disability, Inclusion and Student Services	Consideration of human rights in the decision-making process	2 and 9
<b>4. Communication and support for implementation</b>		
Routine internal communication channels (e.g. ConnectEd, OnePortal News), online capability session/s for schools and regions		
<p><b>For further assistance, please contact:</b></p> <ul style="list-style-type: none"> <li>• Policy/procedure contact: For further information, please contact your <a href="#">closest regional office</a></li> </ul> <p>Regional office staff can contact: Disability, Inclusion and Student Services Branch Email: <a href="mailto:Enquiries.DISSOps@qed.qld.gov.au">Enquiries.DISSOps@qed.qld.gov.au</a></p>		



# Procedure

## Allocation of state education procedure

Version: 5.0 | Version effective: 28/01/2025

### Audience

All state schools

### Purpose

This procedure outlines the responsibilities and processes for the allocation of state education to all students, including additional semesters beyond the basic semester allocation.

### Overview

The [Education \(General Provisions\) Act 2006 \(Qld\)](#) (“the EGPA”) provides that all students enrolled in Queensland state schools are entitled to an [allocation of state education](#). The *basic allocation* and *remaining allocation* encompass *compulsory schooling* and the *compulsory participation* phase.

All students who begin schooling in the Preparatory (Prep) Year before they turn six years and six months receive the basic allocation of 26 semesters of state education.

Students can request, and may be granted, additional semesters of state education at the discretion of the school principal or Regional Director (or other delegates of the Director-General). There may be implications on remaining allocation if a student repeats a year of education.

### Responsibilities

#### Principals

- Ensure information about allocation of state education and [repeating a year of education](#) is accessible to all students and parents
- Inform parents and students of processes for allocation of state education referring to [Information for students/parents – allocation of state education](#)
- Provide assistance to students and parents to complete written applications when appropriate
- Consider human rights when determining remaining allocation of state education and whether a student should repeat a year level, and make decisions about granting an additional one or two semesters of state education that are compatible with the [Human Rights Act 2019 \(Qld\)](#)
- If satisfied with an application, grant an additional one or two semesters.

- Make decisions on whether a student repeats a year level.

### Regional directors

- Consider human rights when deciding on applications for additional 3rd, 4th, 5th or 6th semesters of state education and reviewing principal's decision on remaining allocation of state education and additional one or two semesters, and make decisions about these that are compatible with the [Human Rights Act 2019 \(Qld\)](#)
- If satisfied with an application, grant 3rd or 4th additional semesters (**note:** 3rd and 4th additional semesters can also be granted by other delegates of the Director-General)
- If satisfied with an application, grant 5th or 6th additional semesters
- Review principal's decision regarding student's remaining allocation of state education if a submission has been made against a principal's decision
- Review principal's decision on additional one or two semesters if a submission has been made against a principal's decision.

### Assistant Director-General, Disability, Inclusion and Student Services

- Review decisions by the regional director, or other delegate of the Director-General, regarding 3rd or 4th additional semesters, if a submission has been made
- Consider human rights when reviewing decisions by the regional director, or other delegate of the Director-General regarding 3rd or 4th additional semesters if a submission has been made, and make decisions about these that are compatible with the [Human Rights Act 2019 \(Qld\)](#).

### Process



*Applying for additional semesters of state education process*

### Remaining allocation of semesters of state education upon enrolment

1. Principals calculate the remaining allocation of semesters for students where the basic allocation does not apply e.g. for students who:
  - received schooling at a non-state school
  - received home education under Chapter 9, Part 5 of the EGPA
  - received schooling outside Queensland
  - have had their enrolment stopped in a state school at the request of the student's parent (if student is a child), or at the request of the student (if student is an adult)
  - are granted an exemption from compulsory schooling under Chapter 9, Part 3 of the EGPA
  - are beginning schooling in Year 1 or later.

2. Principals gather supporting information about the student's previous education and consider all relevant matters, including:
  - the age, ability, aptitude and development of the student
  - the need to take account and promote continuity of the student's learning experiences
  - whether the enrolment is for compulsory schooling or compulsory participation
  - if enrolment is in the compulsory participation phase, the student's commitment to complete a course of study as outlined in their Senior Education and Training Plan
  - whether a state school principal has already made a remaining allocation decision prior to this application for enrolment.
3. Principals must consider human rights and document their assessment of whether calculating the remaining allocation of semesters engages or limits any human rights by examining the following questions:
  - Are any human rights engaged or impacted by the calculation of remaining allocation of semesters?
  - If so, will the calculation of remaining allocation of semesters limit those human rights?
  - If so, is the limitation lawful, justified and reasonable in the circumstances?

This [assessment of human rights considerations](#) (DoE employees only) can be saved as a record of contact in the student's OneSchool record. Refer to the [guide to considering human rights when making decisions about allocation of semesters of state education](#) (DoE employees only) for more information.
4. Principals consult the [Guidelines for allocation of state education](#) to make a preliminary calculation of the student's remaining allocation of semesters of state education within a reasonable time after receiving the application for enrolment.
5. Principals advise the student of the preliminary view of the calculation using [Template letter: Notice to student on enrolment - preliminary view on initial remaining semester allocation](#) and as soon as practicable send a copy of this notice to the parent (unless it is inappropriate to do so, for example, the student is independent).
6. Students or parents (applicants) have 10 school days to either submit further information or request the principal reconsiders the preliminary view.
7. Principals consider any submission(s) received in response to the preliminary view notice, and reconsider human rights (as outlined in Step 3 above) if amending the preliminary view.
8. Principals make a decision about the student's remaining allocation of semesters of state education.
9. Principals immediately advise the student of the decision and, within seven days after advising the student of the decision:
  - give the student a written information notice about the decision using [Template letter: Notice to student on enrolment – decision on remaining semester allocation](#), and
  - enclose [Information for students/parents – reviews against decisions on allocation of semesters of state education](#), and
  - as soon as practicable send a copy of the notice and information sheet to the parent (unless it is inappropriate to do so, for example, the student is independent).
10. If the student is not satisfied with the decision, they can request that the [decision be reviewed](#).

## Remaining allocation – less than four semesters remaining in Semester 2

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1. Principals advise a student who is enrolled in Semester 2 and who has a remaining allocation that will not be more than four semesters after the end of Semester 2 of that year, of their remaining allocation. The notice may be given using [Template letter: Notice to student - remaining semester allocation](#) or included with or on another report or document given to the student or parent (e.g. remaining number of semesters displayed on student report card).

## Repeating a year of state education

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1. Principals should refer to the [Guidelines for repeating a year level](#) when deciding if it is appropriate for a student to repeat a year level.
2. Principals must consider human rights and document their assessment of whether their decision engages or limits any human rights by examining the following questions:
  - Are any human rights engaged or impacted by the decision to repeat a year level?
  - If so, will the decision limit those human rights?
  - If so, is the limitation lawful, justified and reasonable in the circumstances?

This [assessment of human rights considerations](#) (DoE employees only) can be saved as a record of contact in the student's OneSchool record. Refer to the [guide to considering human rights when making decisions about students repeating a year level](#) (DoE employees only) for more information.

3. If the principal decides that the student is to [repeat a year of education](#), they then determine the student's remaining allocation and, as soon as practicable, advise the student of their remaining allocation. The notice may be given using [Template letter: Notice to student - remaining semester allocation](#) or be included with or on another report or document given to the student or parent.
4. If parents or students are not satisfied with the decision that has been made by the principal, they can raise their concerns using the [Customer complaints management](#) process.

## Applying for additional semesters of state education

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*Note: Further semesters (e.g. 3rd or 4th) cannot be applied for unless previous additional semesters (e.g. 1st and 2nd) have been granted.*

1. Students who have been enrolled for their basic allocation of semesters and want to receive additional semesters of state education can apply (or parents can apply on their behalf, if appropriate), up to two semesters at a time, to the:
  - principal for one or two additional semesters by completing form [ASE-1: Application for additional one or two semesters of state education](#).
  - regional director (or other delegate of the Director-General) by completing form [ASE-2: Application for additional semesters of state education \(beyond two semesters\)](#) for either:
    - 3rd or 4th additional semesters; or
    - 5th or 6th additional semesters.

- Students must apply more than 12 weeks before the start of the semester, or the first of the semesters, to which the application relates. The decision-maker may allow the due date for applications to be extended.

### **Assessing an application and making a decision on additional one or two semesters**

- Principals receive an [ASE-1: Application for additional one or two semesters of state education](#), and:
  - consider the application within a reasonable time, allowing for the need to collect and analyse results of any relevant student assessment
  - consider the supporting material gathered about the student's previous education
  - consider all relevant matters, including:
    - whether the student is of compulsory school age
    - the likely educational outcome of the student attending the school for the additional semester/s
    - the likely impact on school resources of the student attending for the additional semester/s
  - make a preliminary assessment of the student's application.
- Principals must consider human rights and document their assessment of whether granting additional one or two semesters engages or limits any human rights by examining the following questions:
  - Are any human rights engaged or impacted by granting an additional one or two semesters?
  - If so, will granting an additional one or two semesters limit those human rights?
  - If so, is the limitation lawful, justified and reasonable in the circumstances?

This [assessment of human rights considerations](#) (DoE employees only) can be saved as a record of contact in the student's OneSchool record. Refer to the [guide to considering human rights when making decisions about allocation of semesters of state education](#) (DoE employees only) for more information.

- If the decision is to grant the number of semesters applied for, principals:
  - immediately advise the student of the decision and, within seven days after advising the student of the decision, give the student a written information notice about the decision using [Template letter: Notice to student – decision on additional one or two semesters](#)
  - as soon as practicable send a copy of the notice to the parent (unless it is inappropriate to do so, for example, the student is independent).
- If the preliminary view is that the student should not be granted the number of semesters applied for, principals:
  - advise the student of the preliminary view of the decision using [Template letter: Notice to student – preliminary view on additional one or two semesters](#)
  - as soon as practicable send a copy of the notice to the parent (unless it is inappropriate to do so, for example, the student is independent).
- Applicants have 10 school days to either submit further information or request the principal reconsiders the preliminary view.
- Principals consider any submission(s) received in response to the preliminary view notice, and reconsider human rights (as outlined in Step 2 above) if amending the preliminary view.
- Principals make a decision about granting the additional one or two semesters.

8. Principals immediately advise the student of the decision and, within seven days after advising the student of the decision:
  - give the student a written information notice about the decision using [Template letter: Notice to student – decision on additional one or two semesters](#), and
  - enclose [Information for students/parents – reviews against decisions on allocation of semesters of state education](#), and
  - as soon as practicable, principals send a copy of the notice and information sheet to the parent (unless it is inappropriate to do so, for example, the student is independent).
9. If the applicant is not satisfied with the decision, they can request that the [decision be reviewed](#).

Note: If a student has been granted one or two additional semesters and then transfers to another state school prior to completing these semesters, the principal of the new school should not change the decision of the previous principal unless there is relevant, credible and significant new information. Changing an allocation decision should only occur in exceptional circumstances.

### **Assessing an application and making a decision on additional semesters (beyond two semesters)**

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1. Regional directors (or other delegates of the Director-General) receive an [ASE-2: Application for additional semesters of state education \(beyond two semesters\)](#) for requests of additional 3rd or 4th, or additional 5th or 6th semesters, and:
  - consider the application within a reasonable time, allowing for the need to collect and analyse results of any relevant student assessment
  - consider the supporting material gathered about the student's previous education
  - consider all relevant matters, including:
    - whether the student is of compulsory school age
    - the likely educational outcome of the student attending the school for the additional semester/s
    - the likely impact on school resources of the student attending for the additional semester/s
  - make a preliminary assessment of the student's application.
2. Regional directors (or other delegates of the Director-General) must consider human rights and document their assessment of whether granting additional semesters engages or limits any human rights by examining the following questions:
  - Are any human rights engaged or impacted by granting additional semesters?
  - If so, will granting the additional semesters limit those human rights?
  - If so, is the limitation lawful, justified and reasonable in the circumstances?

This [assessment of human rights considerations](#) (DoE employees only) must be saved in the department's records management system (e.g. Content Manager). Refer to the [guide to considering human rights when making decisions about allocation of semesters of state education](#) (DoE employees only) for more information.

3. If the decision is to grant the number of semesters applied for, regional directors (or other delegates of the Director-General):



- immediately advise the student of the decision and, within seven days after advising the student of the decision, give the student a written notice about the decision using either:
    - [Template letter: Notice to student – decision on additional 3rd or 4th semesters](#)
    - [Template letter: Notice to student – decision on additional 5th or 6th semesters](#) (regional directors only)
  - as soon as practicable send a copy of the notice to the parent (unless it is inappropriate to do so, for example, the student is independent).
4. If the preliminary view is that the student should not be granted the number of semesters applied for, regional directors (or other delegates of the Director-General):
- advise the student of the preliminary view using either
    - [Template letter: Notice to student – preliminary view on additional 3rd or 4th semesters](#)
    - [Template letter: Notice to student – preliminary view on additional 5th or 6th semesters](#) (regional directors only)
  - as soon as practicable send a copy of the notice to the parent (unless it is inappropriate to do so, for example, the student is independent).
5. Applicants have 10 school days to either submit further information or request the regional director (or other delegate of the Director-General) reconsiders the preliminary view.
6. Regional directors (or other delegates of the Director-General) consider any submission(s) received in response to the preliminary view notice, and reconsider human rights (as outlined in Step 2 above) if amending the preliminary view.
7. Regional directors (or other delegates of the Director-General) make a decision about granting the requested additional semesters.
8. Regional directors (or other delegates of the Director-General) immediately advise the student of the decision and, within seven days after advising the student of the decision:
- give the student a written information notice about the decision using either:
    - [Template letter: Notice to student – decision on additional 3rd or 4th semesters](#)
    - [Template letter: Notice to student – decision on additional 5th or 6th semesters](#) (regional directors only)
  - enclose [Information for students/parents – reviews against decisions on allocation of semesters of state education](#), and
  - as soon as practicable, regional directors (or other delegates of the Director-General) send a copy of the notice and information sheet to the parent (unless it is inappropriate to do so, for example, the student is independent).
9. Regional directors (or other delegates of the Director-General) provide written notice to the school in which the student is enrolled regarding the decision using [Template letter: Advice to principal re application for additional semesters](#), stating the:
- name of the student
  - educational level of the student
  - period of extension

- other information that is considered necessary in the circumstances.
10. If the applicant is not satisfied with the decision:
- for requests relating to an additional 3rd or 4th semester, they can request that the [decision be reviewed internally](#)
  - for requests relating to an additional 5th or 6th semester, they can request that the [decision be reviewed externally](#) by the Queensland Civil and Administrative Tribunal.

## Review of decisions

### Review of principal's decision: Remaining allocation or additional one or two semesters

1. Students (or their representative) may make a written submission to the regional director against the decision within 30 school days after the information notice of the principal's decision was given to the student (or later if permitted by the regional director).
2. Regional directors review the principal's decision (using the material that led to the principal's decision and any other material considered relevant), including whether human rights were engaged by the principal's decision and if they were properly considered, within 40 school days of receiving the submission.
3. Regional directors must also consider whether any human rights are engaged or limited by the review process itself, including if amending or substituting the original decision.
4. This [assessment of human rights considerations](#) (DoE employees only) must be saved in the department's records management system (e.g. Content Manager). Refer to the [guide to considering human rights when making decisions about allocation of semesters of state education](#) (DoE employees only) for more information.
5. Regional directors either:
  - confirm the principal's decision, or
  - amend the principal's decision, or
  - substitute another decision for the principal's decision.
6. As soon as practicable after making the review decision, regional directors give the student written notice of the review decision using either [Template letter: Notice to student – application for review of principal's decision on remaining allocation](#) or [Template letter: Notice to student – application for review of principal's decision on additional semesters](#), and send a copy of the notice to the parent (unless it is inappropriate to do so, for example, as the student is independent) and to the principal.
7. If the applicant is not satisfied with the internal review decision, they may appeal to the Queensland Civil and Administrative Tribunal against the decision.

### Review of Regional director's (or other delegates of the Director-General) decision: 3rd or 4th additional semesters

1. Students (or their representative) may make a written submission to the Assistant Director-General, Disability, Inclusion and Student Services (ADG DI&SS), against the decision within 30 school days after the information notice about the decision was given to the student (or later if permitted by the ADG DI&SS).
2. The ADG DI&SS reviews the decision (using the material that led to the decision and any other material considered relevant), including whether human rights were engaged by the regional director's (or other

- delegate's of the Director-General) decision and if they were properly considered, within 40 school days after receiving the submission.
3. The ADG DI&SS must also consider whether human rights are engaged or limited by the review process itself, including if amending or substituting the original decision.
  4. This [assessment of human rights considerations](#) (DoE employees only) must be saved in the department's records management system (e.g. Content Manager). Refer to the [guide to considering human rights when making decisions about allocation of semesters of state education](#) (DoE employees only) for more information.
  5. The ADG DI&SS either
    - confirms the decision, or
    - amends the original decision, or
    - substitutes another decision for the original decision.
  6. As soon as practicable after making the review decision, the ADG DI&SS gives the student written notice of the review decision using [Template letter: Notice to student – application for review of decision by regional director \(or other delegate of the director-general\) on additional 3rd or 4th semesters of state education](#).
  7. The ADG DI&SS advises the decision maker of the review decision and sends a copy of the notice to the decision maker and the school principal, and as soon as practicable sends a copy of the notice to the parent (unless it is inappropriate to do so, for example, the student is independent).
  8. If the applicant is not satisfied with the internal review decision, they may appeal to the Queensland Civil and Administrative Tribunal against the decision.

#### **Review of Regional director's decision: 5th or 6th additional semesters**

1. Students (or their representative) may appeal to the [Queensland Civil and Administrative Tribunal](#) against the decision, within 28 days of being notified of the decision, as there is no provision for an internal review.

## Definitions

Term	Definition
<b>Additional semesters</b>	Additional semesters are any semesters of state education, up to a limit of 6, granted to a student beyond their basic allocation of 26 semesters of state education.
<b>Basic allocation</b>	The basic allocation of state education is 26 semesters for all students who begin schooling in the Prep Year before they turn six years and six months. This allocation is irrespective of the student's prior registration in a special education program, distance kindergarten (eKindy) or face to face kindergarten program at a prescribed school (State Delivered Kindergarten) prior to the Prep Year.
<b>Compulsory school age</b>	A child is of compulsory school age if the child is at least six years and six months, and less than 16 years. However, a child is no longer of compulsory school age if they have completed Year 10.

Term	Definition
	During this period, enrolment in a school is compulsory.
<b>Compulsory participation phase</b>	<p>A young person's compulsory participation phase starts when the young person stops being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person:</p> <ul style="list-style-type: none"> <li>gains a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV, or</li> <li>has participated in eligible options for two years after the person stopped being of compulsory school age, or</li> <li>turns 17.</li> </ul> <p>During this period, enrolment in a school is not compulsory because the young person may be meeting their requirement through another eligible option such as TAFE or an RTO.</p>
<b>Decision-maker</b>	A decision-maker, for the purpose of allocation of state education, is the relevant <a href="#">delegate of the Director-General</a> .
<b>Remaining allocation</b>	For a student who received a basic allocation, the remaining allocation is the basic allocation less the number of semesters of state education already provided to the student. This does not include semester/s of a state-delivered school kindergarten program.

## Legislation

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 1 Part 5 s.11, Chapter 4 Parts 1 – 6, and s. 426
- [Disability Discrimination Act 1992 \(Cwlth\)](#)
- [Disability Standards for Education 2005 \(Cwlth\)](#)
- [Human Rights Act 2019 \(Qld\)](#)

## Delegations/Authorisations

- [Delegation of Director-General's Powers under Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 4 Allocation of State education and Chapter 15 Internal and external reviews

## Policies and procedures in this group

- Nil

## Supporting information for this procedure

- [Advice to principal – application for additional semesters](#)
- [ASE-1: Application for additional one or two semesters of state education](#)
- [ASE-2: Application for additional semesters of state education \(beyond two semesters\)](#)
- [Guidelines for repeating a year level](#)
- [Guidelines for the allocation of state education](#)
- [Information for students/parents - allocation of state education](#)
- [Information for students/parents - reviews against decisions on allocation of semesters of state education](#)
- [Notice to student – application for an internal review of decision by Regional Director \(or other delegate of the Director-General\) on 3rd or 4th additional semesters of state education](#)
- [Notice to student - application for internal review of principal's decision on remaining allocation](#)
- [Notice to student - application for internal review of principals decision on additional semesters](#)
- [Notice to student – decision on additional 3rd or 4th semesters](#)
- [Notice to student – decision on additional 5th or 6th semesters](#)
- [Notice to student – decision on additional one or two semesters](#)
- [Notice to student – preliminary view on additional 3rd or 4th semesters](#)
- [Notice to student – preliminary view on additional 5th or 6th semesters](#)
- [Notice to student – preliminary view on additional one or two semesters](#)
- [Notice to student – remaining semester allocation \(4 or less semesters of state school remaining OR student who is repeating a year\)](#)
- [Notice to student on enrolment – decision on initial remaining semester allocation](#)
- [Notice to student on enrolment – preliminary view on initial remaining semester allocation](#)

## Other resources

- [Enrolment in state primary, secondary and special schools](#)
- [Exemptions from compulsory schooling and compulsory participation](#)
- [Guide to considering human rights when making decisions about allocation of semesters of state education \(DoE employees only\)](#)
- [Guide to considering human rights when making decisions about students repeating a year level \(DoE employees only\)](#)
- [Human Rights](#)
- [Mature age student applications](#)
- [Decision-making and responding to a request for reasons for a decision](#) (available to DoE employees only)

## Contact

For further information, please contact your [closest regional office](#).

Regional office staff can contact:

Disability, Inclusion and Student Services Branch

Email: [Enquiries.DISSOps@qed.qld.gov.au](mailto:Enquiries.DISSOps@qed.qld.gov.au)

## Review date

28/01/2027

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

2.0 SMS-PR-013: Allocation of State Education

3.0 Allocation of State Education

4.0 Allocation of state education

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## Advice to principal – application for additional semesters

{Insert date}

Dear {insert name of school principal}

Please find below my decision regarding an application for additional semesters of education by a student at your school.

### SCHOOL DETAILS

Name of School:

Address:

### STUDENT DETAILS

Family Name:

Given Names:

Date of Birth:

Current Year Level:

Home Address:

Parent Name (where applicable):

In responding to the student's application, I have (choose one – delete the others) approved the request for an additional {3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> semester/s} of state education OR denied the request for an additional {3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> semester/s} of state education OR denied the request for an additional two semesters but approved an additional one semester of state education.

Yours sincerely

{Insert name of Regional Director (or delegate) if application was for 3<sup>rd</sup> or 4<sup>th</sup> additional semester/s}

OR

{Insert name of Regional Director if application was for 5<sup>th</sup> or 6<sup>th</sup> additional semester/s}

{Insert position title}

{Insert name of region}



## ASE - 1: Application for additional one or two semesters of state education

Section 66 of the *Education (General Provisions) Act 2006* empowers the principal of a state school to grant a student up to two additional semesters of state education beyond the basic allocation of 26 semesters.

This form is to be completed and signed by the student who is applying for an additional one or two semesters of state education. Documentary evidence supporting the application should be attached and the completed form with the attachments should be submitted to the **principal of the school** in which the student is currently enrolled.

**Note:** The form may be completed by the student's parent on their behalf, or the student may be assisted to fill in the form, but where the student applicant is capable, the form must be signed by the student applicant before submission.

When considering requests for additional semesters, the principal will consider all relevant matters, including, for example:

- whether the student is of compulsory school age
- the likely educational outcome of the student attending the school for the additional semester or semesters
- the likely impact on the resources of the state school where the student will attend school for an additional semester or semesters.

Attachments can be included to further explain the reason/s for the application and/or provide documentary evidence to assist the principal's decision making.

Written notification of the decision regarding this application will be forwarded to the applicant.





**ASE-1: Application for additional one or two semesters of state education**

To be completed by the student (or the parent on the student's behalf, if appropriate). Must be signed by the student applicant before submission<sup>1</sup>.

**Privacy Statement**

The Department of Education is collecting the information on this form to determine if the student is entitled to additional semesters of state education. This collection is authorised by s.66 of the *Education (General Provisions) Act 2006*. The information will be kept in a secure location and will only be accessed by authorised departmental personnel. The information will not be given to any other person or external body unless consent has been provided or the department is permitted or required by law to use or disclose such information. If you have any concerns about the handling of your personal information, please contact the school principal in the first instance.

Name of student in full		Date of birth	
		Year level	
Name of parent			
Address			
Telephone number		Mobile number	
Additional semesters sought	<input type="checkbox"/> 1 semester commencing <Insert date> OR <input type="checkbox"/> 2 semesters commencing <Insert date>		
School the student will attend			
Reasons for seeking additional semester/s (Information relating to this section can be added as an attachment)			
Attachment/s (please list):			
<hr/> Signature of student			
<hr/> Signature of parent (if applicable)		<hr/> Date	

<sup>1</sup> The form may be completed by the student's parent on their behalf, or the student may be assisted to fill in the form, but where the student applicant is capable, the form must be signed by the student applicant before submission.



## **ASE - 2: Application for additional semesters of state education (beyond two additional semesters)**

Section 72 of the *Education (General Provisions) Act 2006* empowers the chief executive (or delegated officers) to grant a student up to four additional semesters of state education beyond the additional two semesters granted by a principal above a student's basic or remaining allocation.

This form is to be completed and signed by the student who is applying for additional semesters in circumstances where the school principal has already granted two additional semesters of state education for the student and the student is seeking approval for additional semesters of state education.

**Note:** The form may be completed by the student's parent on their behalf, or the student may be assisted to fill in the form, but where the student applicant is capable, the form must be signed by the student applicant before submission.

When considering requests for additional semesters of state schooling, all relevant matters are considered, including, for example:

- whether the student is of compulsory school age
- the likely educational outcome of the student attending the state school for the additional semester or semesters
- the likely impact on the resources of the state school where the student will attend school for an additional semester or semesters.

Documentary evidence supporting the application is to be attached and the completed form with the attachments should be submitted to the **regional director (or other delegate of the director-general)** of the region of the school in which the student is enrolled.

Written notification of the decision regarding this application will be sent to the applicant.



**ASE-2: Application for additional semester/s of state education (beyond two semesters)**

To be completed by the student (or parent on the student's behalf, if appropriate). Must be signed by student applicant before submission<sup>1</sup>.

**Privacy Statement**

The Department of Education is collecting the information on this form to determine if the student is entitled to additional semesters of state education. This collection is authorised by s.72 of the *Education (General Provisions) Act 2006*. The information will be kept in a secure location and will only be accessed by authorised departmental personnel. The information will not be given to any other person or external body unless consent has been provided or the department is permitted or required by law to use or disclose such information. If you have any concerns about the handling of your personal information, please contact the school principal in the first instance.

Name of student in full			Date of birth	
			Year level	
Name of parent				
Address				
Telephone number			Mobile number	
Details of semester/s already granted	School attended			
	Dates of additional semester/s already granted (where applicable)	First additional semester:	Second additional semester:	Third additional semester:
Additional semester/s sought	<input type="checkbox"/> 3 <sup>rd</sup> additional semester commencing	<Insert date>		
	<input type="checkbox"/> 4 <sup>th</sup> additional semester commencing	<Insert date>		
	<input type="checkbox"/> 5 <sup>th</sup> additional semester commencing (Note: this cannot be applied for unless 3 <sup>rd</sup> and 4 <sup>th</sup> semesters have been granted)	<Insert date>		
	<input type="checkbox"/> 6 <sup>th</sup> additional semester commencing (Note: this cannot be applied for unless 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> semesters have been granted)	<Insert date>		
School the student will attend				
Reasons for seeking additional semester/s (Information relating to this section can be added as an attachment)				
Attachment/s (please list):				
<hr/> Signature of student				
<hr/> Signature of parent (if applicable)			<hr/> Date	

<sup>1</sup> The form may be completed by the student's parent on their behalf, or the student may be assisted to fill in the form, but where the student applicant is capable, the form must be signed by the student applicant before submission.



# Guidelines for repeating a year level

Repeating a school year is sometimes suggested as an intervention strategy for students who are not performing as well as their peers at school with the belief that a further twelve months at the same year level will give the student an opportunity to catch up or mature. However, research evidence encourages caution when considering repeating a student and suggests that repeating a year should not be a stand-alone intervention.

## Decision making for repeating a year level

If a parent has concerns about their child's progress at school and whether their child should repeat a year level, they should raise this with the school principal (e.g. by sending an email, by phone, or in person).

The decision for a student to repeat a year level is made by the principal. However, it is important that a collaborative approach is taken to making these decisions by sensitively discussing with parents (and the student if they are of appropriate age) other educational options/strategies and supports that the school could offer instead of repeating. For example, the adjustments that could be made to the student's educational program and parent engagement. In addition, the principal should explain to parents the implications to the student's allocation of state education if repeating a year level is approved.

When making the decision to repeat a student, principals should consider the student's best interests, including factors such as the student's age, academic performance, aptitude, ability and development, maturity, social and emotional wellbeing, attitude, peer group support and dependence. Principals should also consider human rights in their decision making.

If parents are not satisfied with the decision that has been made by the principal, they can raise their concerns using the Department of Education's [Customer complaints management](#) process.

## What the research says

Repeating a year level refers to students remaining in the same school year level they studied in the previous year. It is mostly requested by concerned parents or teaching staff at the school, with the perception that repeating a year level will provide an opportunity for students to improve their academic achievements.

Whilst it may create an opportunity for students to catch up academically, research shows repeating a year level may not necessarily lead to positive outcomes for students. The following are some conclusions drawn from research:

- Research consistently shows that grade repetition is not an effective intervention to address improving academic performance. Most students who repeat do not catch up academically. Initial improvements in academic performance and confidence often disappear in the medium to long term and repeating a year may, in some cases, have a negative effect on academic results and motivation.
- Studies highlight negative long-term effects of grade repetition and its social impact on learners. For some students, the experience of repeating contributes to poor mental health outcomes, as they may feel a sense of shame, stigma and loss of self-esteem. It could also lead to poor long term social outcomes, as students need to develop new social relationships.
- Repeating could also contribute to a negative attitude to school and learning, and decrease the likelihood that a student will participate in post-secondary education.
- Repeating does not tend to decrease behavioural problems or improve social integration in the long term and children who repeat may, in some cases, show higher rates of behavioural problems compared with non-repeating students.
- Decisions to repeat a year often bias certain groups of students. Boys and students from low socio-economic backgrounds are more likely to repeat a year compared to other students with similar academic performance and personality characteristics.

- Systematic reviews of grade repetition research emphasise the importance of additional support for student achievement. It may be more effective to adopt alternative strategies to repeating a year, such as targeted interventions to support areas of academic and/or social difficulties, tailored classroom instruction and support, and parental engagement. Such strategies should be put in place regardless of whether the student repeats a year. Parental engagement can lead to greater success for children in school and may include helping their child to have routine, structure and time management for out of school activities including homework. Studies also highlight the importance of considering the learner's holistic development in designing support measures.

#### References:

- Anderson, R., & Anderson, C. (2020). Grade repetition and boys' risk of being repeated in early schooling in Queensland, Australia. *Journal of Psychologists and Counsellors in Schools*, 30(2), 146–158. <https://doi.org/10.1017/jgc.2019.5>
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- Westphal, A., Vock, M. and Lazarides, R. (2020). Are more conscientious seventh- and ninth-graders less likely to be retained? Effects of Big Five personality traits on grade retention in two different age cohorts. *Journal of Applied Developmental Psychology*, 66. DOI: <https://doi.org/10.1016/j.appdev.2019.101088>



# Guidelines for calculating remaining semester allocations

\*\*\*NOTE: These guidelines should be used in conjunction with the [Allocation of State Education](#) procedure\*\*\*

## Calculating remaining allocations

The following table shows how semesters are usually allocated according to the year level in which a student is enrolled. The third row provides a general guide regarding the minimum age at which Queensland children attend the particular year level.

Year Level	Prep		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		Year 9		Year 10		Year 11		Year 12	
Remaining allocation (Semester 1   Semester2)	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Students' minimum age by 30 June of the year of enrolment	5		6		7		8		9		10		11		12		13		14		15		16		17	

## Considering all relevant information when deciding remaining allocations

When deciding a student's remaining allocation, the principal must consider all relevant matters, including, for example -

- the age, ability, aptitude and development of the student
- the need to take account and promote continuity of the student's learning experiences
- whether the enrolment is for compulsory schooling or compulsory participation phase
- if enrolment is in the compulsory participation phase, the student's commitment to complete a course of study as outlined in their Senior Education and Training Plan.
- whether a state school principal has already made a remaining allocation decision prior to this application for enrolment.

However, when a prospective student seeks to enrol at a state school and there is no information or evidence provided regarding the prospective student's prior education (e.g. if they have come from another country), the principal could determine the remaining allocation based on the student's capabilities and needs, taking into consideration their:

- age, ability, aptitude and development
- level of English
- capacity to learn in English.

The principal should also consider human rights in their decision making.

## Allocation decisions

Decisions relating to semester allocation and additional semesters are documented in writing by the decision-maker, detailing relevant personnel involved, evidence gathered to inform decision-making, and reasons for the decision. If the applicant is not satisfied with the decision, they can request that these [decisions be reviewed](#).

**To promote fairness and administrative certainty, and to avoid appeals, allocation decisions made by one principal upon enrolment should not be changed by a subsequent principal unless there is relevant, credible and significant new information. Changing an allocation decision should only occur in exceptional circumstances.**

## Examples

### *Delayed entry to Prep students*

Students whose parents have delayed their entry into Prep by 12 months will still receive an allocation of 26 semesters of state education if they:

- begin the Prep Year before they turn six years and six months, **or**
- turn six years and six months during January prior to the start of the calendar year in which the student begins schooling in Prep.

### *Exemptions*

Where a student has been granted an exemption from compulsory schooling or compulsory participation, and the student did not receive education during that time from any educational provider, there will be no deduction in their remaining allocation. For example, if a student was seriously ill and obtained an exemption from compulsory schooling for an indefinite period, then returned to school after one year, those two semesters will not be deducted from the student's remaining allocation. In order for a student's remaining allocation to be adjusted because of an exemption, the principal refers to documentation evidencing the granting and duration of the exemption.

### *Mature-age students*

Where a person [seeks to enrol at a prescribed mature age state school as a mature age student](#), the principal will calculate that student's remaining allocation, considering all relevant matters as outlined in the calculating remaining allocation section above. If the student is considered to have already benefited from their full allocation of semesters, whether in Queensland, interstate or overseas, the student may apply to the principal for an additional allocation of up to 2 semesters. Mature-age students should be advised of the range of options available (such as TAFE) to further their education.

### *Pre-Prep*

A student's previous registration in an Early Childhood Development Program or Service (ECDPs), distance education kindergarten program (eKindy), or face to face kindergarten program at a prescribed state school (State Delivered Kindergarten) does not count towards the allocation of semesters.

### *Prior to turning 16 years*

Students who have been enrolled for their basic allocation of semesters prior to turning 16 and who want to continue their enrolment, may remain at school until the end of the semester in which they turn 16 without making an application for additional semesters.

**Refugee students**

Where a refugee student seeks to enrol in a Queensland state school having received no education prior to arrival and is older than seven years and six months, or has received some but not their full entitlement to education in their homeland, the principal calculates the student's remaining allocation considering all relevant matters as outlined in the calculating remaining allocation section above. As an example, if a student commences state education in Year 8, their remaining allocation will usually be calculated as 10 semesters. However, a refugee student may be placed in Year 8 and allocated more than 10 remaining semesters. Alternatively, other education or training options may be more appropriate for older students (e.g. TAFE).

**Repeating students**

Students should only repeat a year level where the principal has given approval. If a student repeats a year level, the principal determines and advises the student of their remaining allocation of semesters as soon as practicable.

**Students from non-state schools, home education, interstate or overseas**

For example, if a prospective student aged 14 years who has completed Year 9 at a non-state school seeks enrolment at a state school at the beginning of a new school year, the school could request [a Student Transfer Note](#) from the non-state school to determine what will be the best year level for the student. If there is insufficient information to determine the year level of the student but there is enough information to indicate that the student is suitable to be enrolled in Year 10, then the student's remaining allocation will be 6 semesters (including Year 10). Where a student enrolls at a state school having received education in another jurisdiction, the principal calculates the student's remaining allocation considering all relevant matters.

Usually, decisions will be made based on the Queensland equivalent for that student's age, unless other information can be provided. So, for example, a student who has received education in another jurisdiction and has enrolled in Year 8 in a state school during January of a particular year will be determined to have previously accessed 16 semesters of education. This student's remaining allocation will commence from the beginning of the semester in which the student enters school and they would normally be allocated 10 remaining semesters.

Decisions for students from overseas, particularly those who have received little or no formal education compared with their age peers, can be more complex. In some cases, a principal may place a student in Year 8 due to their age but allocate them more than 10 remaining semesters of state education based on their projected progress.

**Students undertaking a combination of studies**

Students enrolled in or attending secondary or special schools and undertaking a combination of studies – for example, vocational education and training subjects, TAFE courses or part-time school-based apprenticeship/traineeship arrangements – will generally be regarded as undertaking full-time education for the purposes of calculating semester allocation.



# Information for students/parents – allocation of state education

All students attending Queensland state schools have an allocation of state education. This is the number of semesters of state education to which the student is entitled.

**If you require assistance to access the information in this fact sheet, contact the school principal or school staff.**

## Basic allocation

All students who begin education in the Preparatory Year ('Prep') at a state school before they turn six years and six months receive the basic allocation of 26 semesters.

The basic allocation usually covers both the period of compulsory schooling and the compulsory participation phase.

This allocation is irrespective of the student's previous registration in an Early Childhood Development Program or Service (ECDPs), distance education kindergarten program (eKindy), or face to face kindergarten program at a prescribed school (State Delivered Kindergarten) prior to the Prep Year.

## Remaining allocation

Students who did not commence state schooling in Queensland or did not commence in Prep (e.g. moved from another state or have been enrolled at a non-state school), are allocated a specific number of semesters of state education by a state school principal upon enrolment. This is the student's remaining allocation.

Principals consider a wide range of factors before making a decision about a student's remaining allocation, including:

- age (see, if relevant, [Mature age student applications](#)), ability and development of student
- previous principals' decisions of remaining allocation as advised on [transfer notes](#), including any additional semesters expended due to a student repeating a year level
- supporting material e.g. most recent report card/s regarding previous years of education claimed by student seeking to enrol or re-enrol where no transfer note is provided
- [exemptions](#) for eight weeks or more granted previously, during which students did not receive education, including where students miss eight weeks or more of education due to illness
- previous enrolment at a state or non-state school and/or with a school of distance education
- prior education interstate, overseas or through home education
- promoting continuity of student's initial learning experiences
- whether enrolment is for compulsory schooling or compulsory participation phase
- if enrolment is in the compulsory participation phase, the student's commitment to complete a course of study as outlined in their Senior Education and Training Plan.



**Additional allocation**

When an enrolled student who has exhausted all of their basic allocation of semesters wants to continue their enrolment, that student can remain at school until the end of the semester in which they turn 16 years without applying for additional semesters.

If a student has exhausted all of their basic allocation of semesters and wants to receive more state education, they can apply for additional semesters of state education, using an approved form available from the school.

Students applying for additional semesters of state education must make sure that their application is lodged more than 12 weeks before the anticipated start of the first additional semester. Consideration of late applications is at the discretion of the decision maker who can allow a later time for the submission of an application. Late applications need to be supported by a reasonable explanation for the delay that is acceptable to the decision maker.

Applications for additional semesters of state education need to outline educational reasons for an allocation of additional semesters of state education.



# Information for students/parents – reviews against decisions on allocation of semesters of state education

## **Requesting an internal review of a decision**

Students/parents can request an internal review of decisions made about allocation of semesters of state education by making a written submission for review.

**If you require assistance to access the information in this fact sheet, contact the school principal or school staff.**

The table below outlines the review processes and timeframes for making a submission for review.

<b>Decision</b>	<b>Decision-maker</b>	<b>Timeframe for lodging submission for internal review</b>	<b>Internal Reviewer</b>	<b>Timeframe for lodging application for external review</b>	<b>External review of decision</b>
<b>Remaining allocation of semesters</b>	Principal	Within 30 school days after notice of decision is given to the student	Regional director	Within 28 days of being notified of the decision	Queensland Civil and Administrative Tribunal
<b>Additional one or two semesters</b>	Principal	Within 30 school days after notice of decision is given to the student	Regional director (as delegate of the director-general)	Within 28 days of being notified of the decision	Queensland Civil and Administrative Tribunal
<b>Additional 3<sup>rd</sup> or 4<sup>th</sup> semesters</b>	Regional director (or other delegate of the director-general)	Within 30 school days after notice of decision is given to the student	Assistant Director-General, Disability, Inclusion and Student Services (as delegate of the director-general)	Within 28 days of being notified of the decision	Queensland Civil and Administrative Tribunal
<b>Additional 5<sup>th</sup> or 6<sup>th</sup> semesters</b>	Regional director (as delegate of the director-general)	No internal review	No internal review	Within 28 days of being notified of the decision	Queensland Civil and Administrative Tribunal

## **Purpose of the submission for internal review**

The submission allows you to ask a senior officer in the Department of Education to review the original decision, because you think that decision is in some way incorrect or mistaken. In making a submission you should provide information that can assist that senior officer to review the original decision, and to understand your point of view.



**Requesting an external review of a decision**

If you are not satisfied with the decision on an additional 5<sup>th</sup> or 6<sup>th</sup> semesters, or the internal review decision, you may appeal to the Queensland Civil and Administrative Tribunal (QCAT) against the decision. Details of this process can be found at this website <http://www.qcat.qld.gov.au/>.

**Review process**

Reviews of decisions are managed by the regional office, the Office of the Assistant Director-General, Disability, Inclusion and Student Services, or QCAT. After you have sent your submission for a review to the relevant reviewer, a departmental officer may contact you to discuss issues raised and will also collate information in response to your submission.

Written notice of the decision in respect of the review of the original decision will be sent to the person lodging the submission as soon as practicable after making the review decision.

**Preparing a submission for review**

In preparing a written submission for review, the student/parent is able to:

- seek assistance from other people in preparing and/or lodging the written submission for review
- make contact with the reviewer nominated in the letter of notification to seek assistance
- negotiate with the reviewer for a written record of an oral or signed submission to be prepared by a third person, and submitted for review.

**Submission for a review**

A submission for review should be lodged stating the **reasons** why you are questioning the original decision and giving **facts** that support your case. Copies of any supporting information can be attached.

Without limiting your ability to raise any matter you wish, generally, submissions may make reference to:

- objections to the reasons given by the original decision-maker in the letter advising of the decision
- any new information supporting the request such as:
  - age, ability, aptitude and development of the student, and
  - likely educational outcomes for the student attending the school for the additional semester or semesters.



## Notice to student – preliminary view on additional one or two semester/s

{Insert date of notice}

{Insert name of student}  
{Insert address}

Dear {insert name of student}

### Re: Preliminary view on application for additional semester/s of state education

I refer to your application for an additional {one semester OR two semesters} of state education at {insert school name}.

#### My preliminary view

In accordance with s.66 of the *Education (General Provisions) Act 2006* (the Act), I have formed the preliminary view that (choose one, delete the other) you should not be granted an additional {one semester OR two semesters} of state education at {insert school name} OR you should not be granted an additional two semesters of state education at {insert school name}, but rather you should be granted an additional one semester only.

#### Material considered

In forming my preliminary view, I considered the following materials:

- Chapter 4, Part 3 of the Act.
- Sections 9 and 231(b) of the Act.
- *Schedule 1 of the Education (Queensland Curriculum and Assessment Authority) Act 2014.*
- [Human Rights Act 2019 \(Qld\)](#)
- Departmental procedure: *Allocation of state education.*
- Form ASE-1 - *Application for additional one or two semesters of state education* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.
- {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. Note, under s.66 of the Act, principals must consider and make findings of fact about all relevant matters in making the decision, including:

- a) whether the student is of compulsory school age
  - b) the likely educational outcome of the student attending the school for the additional semester or semesters
  - c) the likely impact on the resources of the state school of the student attending the state school for the additional semester or semesters.
- You were previously enrolled in {insert name of previous 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

**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

{If human rights were limited by the preliminary view, add the following paragraph:

The *Human Rights Act 2019* (Qld) requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this preliminary view, I considered your rights to {insert human rights impacted}. Although the preliminary view limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

**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 submission 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)



## Notice to student – application for internal review of principal’s decision on remaining allocation

{Insert date of notice}

{Insert name of student}  
{Insert address}

Dear {insert name of student}

### Re: Application for internal review of a decision by principal of {insert name of school} regarding your initial remaining allocation of semesters

I refer to your application dated {insert date} for an internal review of the decision made by {insert name and position title of the principal} concerning your initial remaining allocation of semesters.

The principal’s decision under s.61 of the *Education (General Provisions) Act 2006* (the Act) was that you have an initial remaining allocation of {insert number} semesters of state education.

### My review decision

In accordance with s.392 of the Act, I have decided (choose one, delete the other) to confirm the principal’s original decision OR amend the principal’s original decision OR substitute another decision for the principal’s original decision.

Accordingly, my review decision means that you have an allocation of {insert number} semesters remaining.

### Material considered

In making my decision, I considered the following material:

- Chapter 4, Part 2 of the Act.
- [Human Rights Act 2019 \(Qld\)](#)
- Departmental procedure: *Allocation of state education*.
- *Notice to student on enrolment – Principal’s preliminary view on initial remaining semester allocation* dated {insert date}.
- *Notice to student on enrolment – Principal’s decision on initial remaining semester allocation* dated {insert date}.
- Your application for review of the principal’s decision dated {insert date}.
- {List in separate dot points all other documents considered in making the decision, including, for example, any submission(s) made on the student’s behalf, 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.}

### Findings of fact

On the basis of this material, I found that:

{Detail all relevant findings of fact below, including any responses to submission(s) made by the student or their parent in the dot points below. Note, for a decision on remaining allocation under s. 62 of the Act, all relevant matters must be considered and findings of fact made about all relevant matters in making the decision, including:

- (a) the age, ability, aptitude and development of the student

- (b) the need to take account and promote continuity of the student's initial learning experiences
- (c) whether the enrolment is compulsory or non-compulsory; and
- (d) if the student's initial enrolment is non-compulsory, the student's initial commitment to complete a course of study (see s.62 of the Act).

Specific findings on each of these relevant matters should be set out in the findings of fact.

- Your date of birth is {insert date} (i.e. you are aged {insert age} years old).
- You are of compulsory schooling age.

#### Reasons for my review decision

I made my decision 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.}

- 

{If human rights were limited by the decision, add the following paragraph:

#### Your human rights

The *Human Rights Act 2019* (Qld) requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this decision, I considered your rights to {insert human rights impacted}. Although the decision limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

**ONLY INCLUDE THE FOLLOWING SECTION 'APPLICATION FOR EXTERNAL REVIEW' IF REVIEW DECISION IS NOT THE DECISION SOUGHT BY THE APPLICANT – OTHERWISE DELETE THIS SECTION**

#### Application for external review

Under s. 394 of the Act, you may apply to the Queensland Civil and Administrative Tribunal for a review of my decision.

To apply for a review, fill out the "Application to review a decision" form which is available from, and may be lodged at:

- *In person*: Queensland Civil and Administrative Tribunal, Level 11, 259 Queen Street, Brisbane QLD 4000, or at any local Magistrates court outside of the Brisbane CBD; or
- *By mail*: QCAT, GPO Box 1639, Brisbane 4001

The form is also available at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au).

Applications must be accompanied by the prescribed application fee. The application must be lodged within 28 days of the day you were notified of the decision. You must lodge a copy of this notice with your application.

You may apply under s.22 of the *Queensland Civil and Administrative Tribunal Act 2009* for an order staying the operation of my decision. If you wish to apply for a stay, you will need to indicate this in the form in which you apply for a review of the decision.

Yours sincerely





{Insert full name}  
**Regional Director**  
{Insert name of region}

COPY:  
School principal  
Parent (if appropriate)

Effective 28 January 2025



## Notice to student – decision on additional 5<sup>th</sup> or 6<sup>th</sup> semesters

{Insert date of notice}

{Insert name of student}  
{Insert address}

Dear {insert name of student}

### Re: Decision on application for additional semester/s of state education

(choose one – delete the other) I refer to your application dated {insert date} for additional semesters of state education at {insert school name} OR I refer to my preliminary view letter dated {insert date} concerning your application for additional semesters of state education at {insert school name}.

I am writing to inform you of my decision on your application.

For the purposes of deciding your application, I am the chief executive's delegate.

### My decision

In accordance with s.72 of the *Education (General Provisions) Act 2006* (the Act), I have decided to (choose one – delete the others) grant you an additional {one or two semester/s} of state education at {insert school name} OR not grant you any additional semesters OR not to grant you an additional two semesters of state education at {insert school name}, but to grant you an additional one semester only (i.e. 5<sup>th</sup> additional semester).

### Material considered

In arriving at my decision, I considered the following material:

- Chapter 4, Part 5 of the Act.
- Sections 9 and 231(b) of the Act.
- Schedule 1 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*.
- [Human Rights Act 2019 \(Qld\)](#)
- Departmental procedure: *Allocation of state education*.
- Form ASE-2 – *Application for additional semesters of state education (beyond two semesters)* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.
- {List in separate dot points all other documents considered in making the decision, including, for example, any submission(s) made on the student's behalf, 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.}

You have already been provided with a copy of this material. {Delete this sentence if preliminary view notice was not provided as semesters are granted as applied for}

### Findings of fact



On the basis of this material, I found that:

- {Detail all relevant findings of fact below. Note that under s.72 of the Act, the decision maker must consider all relevant matters in making the decision, including (for example):
  - (a) whether the student is of compulsory school age
  - (b) the likely education outcome of the student attending the school for the additional semester or semesters
  - (c) the likely impact on the resources of the school of the student attending the school for the additional semester or semesters.}
- You were previously enrolled in {insert name of previous school} from {insert date} to {insert date}
- You have 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 XX years old and {choose one – delete the other} of compulsory schooling age OR in the compulsory participation phase

### Reasons for my decision

I made my decision for the following reasons:

- {Detail the reasons for the decision below}.
- You have been enrolled in school for {insert number} semesters
- You have repeated {insert number} semesters

{If human rights were limited by the decision, add the following paragraph:

### Your human rights

The *Human Rights Act 2019* (Qld) requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this decision, I considered your rights to {insert human rights impacted}. Although the decision limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

### Application for review

Under s. 72(3)(b)(ii) of the Act, you may apply to the Queensland Civil and Administrative Tribunal for a review of my decision.

To apply for a review, fill out the “Application to review a decision” form which is available from, and may be lodged at:

- *In person*: Queensland Civil and Administrative Tribunal, Level 11, 259 Queen Street, Brisbane QLD 4000, or at any local Magistrates court outside of the Brisbane CBD; or
- *By mail*: QCAT, GPO Box 1639, Brisbane QLD, 4001

The form is also available at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au).

Applications must be accompanied by the prescribed application fee. The application must be lodged within 28 days of the day you were notified of the decision. You must lodge a copy of this notice with your application.



You may apply under s.22 of the *Queensland Civil and Administrative Tribunal Act 2009* for an order staying the operation of my decision. If you wish to apply for a stay, you will need to indicate this in the form in which you apply for a review of the decision.

Yours sincerely

{Insert name of regional director}

**Regional Director**

{insert name of region}

COPY: Parent (if appropriate)

Enc: [Information for students/parents – reviews against decisions on allocation of semesters of state education](#)

Effective 28 January 2025



## 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.
- [Human Rights Act 2019 \(Qld\)](#)
- 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

- (a) the age ability, aptitude and development of the student
- (b) the need to take account and promote continuity of the student's initial learning experiences
- (c) whether the enrolment is compulsory or non-compulsory
- (d) 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.
- You 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

{If human rights were limited by the preliminary view, add the following paragraph:

The *Human Rights Act 2019* (Qld) requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this preliminary view, I considered your rights to {insert human rights impacted}. Although the preliminary view limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

**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 submission 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)



## Notice to student – preliminary view on additional 5<sup>th</sup> or 6<sup>th</sup> semesters

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

### Re: Preliminary view on application for additional semester/s of state education

I refer to your application dated {insert date} for additional semesters of state education at {insert school name}.

You have previously been granted an additional four semesters of state education. You completed your additional semesters in {insert month and year}.

You have now applied for an additional {one semester OR two semesters} of state education at {insert school name}. For the purposes of considering your application, I am the chief executive's delegate.

### My preliminary view

In accordance with s.72 of the *Education (General Provisions) Act 2006* (the Act), I have formed the preliminary view that (choose one – delete the others) you should not be granted an additional {one semester OR two semesters} of state education at {insert school name} OR you should not be granted an additional two semesters of state education at {insert school name}, but rather you should be granted an additional one semester only (i.e. 5<sup>th</sup> additional semester).

### Material considered

In forming my preliminary view, I considered the following materials:

- Chapter 4, Part 5 of the Act.
- Sections 9 and 231(b) of the Act.
- Schedule 1 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*.
- [Human Rights Act 2019 \(Qld\)](#)
- Departmental procedure: *Allocation of state education*.
- Form ASE-2 – *Application for additional semesters (beyond two semesters)* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.
- {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. Note that under s.72 of the Act, the decision maker must consider and make findings of fact about all relevant matters in making the decision, including (for example):
  - (a) whether the student is of compulsory school age
  - (b) the likely education outcome of the student attending the school for the additional semester or semesters
  - (c) the likely impact on the resources of the school of the student attending the school for the additional semester or semesters.}
- Your date of birth is XXXX (i.e. you are XX years old).
- You were previously enrolled in {insert name of previous 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 XX years old and {choose one – delete the other} of compulsory schooling age OR in the compulsory participation phase

### Reasons for my preliminary view

I formed my preliminary view for the following reasons:

- {Detail the reasons for the preliminary view below.
- You have been enrolled in school for {insert number} semesters
- You have repeated {insert number} semesters

{If human rights were limited by the preliminary view, add the following paragraph:

The *Human Rights Act 2019* (Qld) requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this preliminary view, I considered your rights to {insert human rights impacted}. Although the preliminary view limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

**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 submission 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 regional director}

**Regional Director**

{Insert name of region}



COPY:  
Parent (if appropriate)

Effective 28 January 2025



## Notice to student – preliminary view on additional 3<sup>rd</sup> or 4<sup>th</sup> semester/s

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

### Re: Preliminary view on your application for additional semester/s of state education

I refer to your application dated {insert date} for additional semesters of state education at {insert school name}.

You have previously been granted an additional two semesters of state education. You completed your additional semesters in {insert month and year}.

You have now applied for an additional {3<sup>rd</sup> or 4<sup>th</sup>} semester of state education at {insert school name}. For the purposes of considering your application, I am the chief executive's delegate.

### My preliminary view

In accordance with s.72 of the *Education (General Provisions) Act 2006* (the Act), I have formed the preliminary view that (choose one, delete the other) you should not be granted an additional {3<sup>rd</sup> or 4<sup>th</sup>} semester of state education at {insert school name} OR you should not be granted an additional two semesters of state education at {insert school name}, but rather you should be granted an additional one semester (i.e. 3<sup>rd</sup> additional semester) only.

### Material considered

In forming my preliminary view, I considered the following materials:

- Chapter 4, Part 5 of the Act.
- Sections 9 and 231(b) of the Act.
- Schedule 1 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*.
- [Human Rights Act 2019 \(Qld\)](#)
- Departmental procedure: *Allocation of state education*.
- Form ASE-2 – *Application for additional semesters of state education (beyond two semesters)* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.
- {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. Note that under s.72 of the Act, the decision maker must consider and make findings of fact about all relevant matters in making the decision, including (for example):

- (a) whether the student is of compulsory school age



- (b) the likely education outcome of the student attending the school for the additional semester or semesters
- (c) the likely impact on the resources of the school of the student attending the school for the additional semester or semesters.
- 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.

**Reasons for my preliminary view**

I formed my preliminary view for the following reasons:

{Detail the reasons for the preliminary view below.}

- You have been enrolled in school for {insert number} semesters.
- You have repeated {insert number} semesters.

{If human rights were limited by the preliminary view, add the following paragraph:

The *Human Rights Act 2019* (Qld) requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this preliminary view, I considered your rights to {insert human rights impacted}. Although the preliminary view limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

**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 submission 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 regional director (or other delegate)}

**Regional Director (or position title of other delegate)**

{Insert region}

COPY:

Parent (if appropriate)



**Notice to student – application for an internal review of decision by regional director (or other delegate of the director-general) on 3<sup>rd</sup> or 4<sup>th</sup> additional semesters of state education**

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

**Re: Application for internal review of a decision by {insert name of regional director (or other delegate of the director-general)} regarding application for 3<sup>rd</sup> or 4<sup>th</sup> additional semesters of state education**

I refer to your application for an internal review of the decision made by {insert name and position of regional director (or other delegate of the director-general)} concerning your application for a {3<sup>rd</sup> or 4<sup>th</sup>} additional semester of state education.

{Insert name of regional director (or other delegate of the director-general)}'s decision under s.72 of the *Education (General Provisions) Act 2006* (the Act) was to (choose one, delete the other) not grant you an additional {3<sup>rd</sup> or 4<sup>th</sup> semester} of state education at {insert name of school} OR not grant you an additional two semesters of state education at {insert name of school}, but rather to grant you an additional one semester only effective from {insert date and year}.

**My review decision**

In accordance with s.392 of the Act, I have decided (choose one, delete the others) to confirm the regional director (or other delegate of the director-general)'s original decision OR amend the regional director (or other delegate of the director-general)'s original decision OR substitute another decision for the regional director (or other delegate of the director-general)'s original decision.

Accordingly, my review decision means that (choose one, delete the others) you may not undertake an additional {3<sup>rd</sup> or 4<sup>th</sup> semester} of state education at {insert name of school} OR you can undertake an additional one semester only of state education (i.e. 3<sup>rd</sup> additional semester) OR you can undertake an additional two semesters of state education (i.e. 3<sup>rd</sup> and 4<sup>th</sup> additional semesters) at {insert name of school}.

**Material considered**

In making my decision, I considered the following material:

- Chapter 4, Part 3 of the Act.
- [Human Rights Act 2019 \(Qld\)](#)
- Departmental procedure: *Allocation of state education*.
- *Notice to student – preliminary view on additional 3<sup>rd</sup> or 4<sup>th</sup> semester/s* dated {insert date}.
- *Notice to student – decision on additional 3<sup>rd</sup> or 4<sup>th</sup> semesters* dated {insert date}.
- Your application for review of the regional director's (or other delegate of the director-general) decision dated {insert date}.
- {List in separate dot points all other documents considered in making the decision, including, for example, any submission(s) made on the student's behalf, 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.}

### Findings of fact

On the basis of this material, I found that:

{Detail all relevant findings of fact below, including any responses to submission(s) made by the student or their parent in the dot points below. Note, for a decision on an application for additional semesters under s.72 of the Act, all relevant matters must be considered and findings of fact made about all relevant matters in making the decision, including:

- (a) whether the student is of compulsory school age
- (b) the likely educational outcome of the student attending the school for the additional semester or semesters
- (c) the likely impact on the resources of the school of the student attending the school for the additional semester or semesters (see s.72 of the Act).}

Specific findings on each of these relevant matters should be set out in the findings of fact.}

•

### Reasons for my review decision

I made the decision 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.}

•

{If human rights were limited by the decision, add the following paragraph:

### Your human rights

The *Human Rights Act 2019* (Qld), requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this decision, I considered your rights to {insert human rights impacted}. Although the decision limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

**ONLY INCLUDE THE FOLLOWING SECTION 'APPLICATION FOR EXTERNAL REVIEW' IF INTERNAL REVIEW DECISION IS NOT THE DECISION SOUGHT BY THE APPLICANT – OTHERWISE DELETE THIS SECTION**

### Application for external review

Under s.394 of the Act, you may apply to the Queensland Civil and Administrative Tribunal for a review of my decision.

To apply for a review, fill out the "Application to review a decision" form which is available from, and may be lodged at:

- *In person*: Queensland Civil and Administrative Tribunal, Level 11, 259 Queen Street, Brisbane QLD 4000, or at any local Magistrates court outside of the Brisbane CBD; or
- *By mail*: QCAT, GPO Box 1639, Brisbane QLD, 4001



The form is also available at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au).

Applications must be accompanied by the prescribed application fee. The application must be lodged within 28 days of the day you were notified of the decision. You must lodge a copy of this notice with your application.

You may apply under s.22 of the *Queensland Civil and Administrative Tribunal Act 2009* for an order staying the operation of my decision. If you wish to apply for a stay, you will need to indicate this in the form in which you apply for a review of the decision.

Yours sincerely

{Insert full name}

**Assistant Director-General  
Disability, Inclusion and Student Services**

COPY:

Regional director (or other delegate of the director-general)

School principal

Parent (if appropriate)

Enc: [Information for students/parents – reviews against decisions on allocation of semesters of state education](#)



## Notice to student – decision on additional one or two semester/s

{Insert date of notice}

{Insert name of student}  
{Insert address}

Dear {insert name of student}

### Re: Decision on application for additional semester/s of state education

(Choose one – delete the other) I refer to your application dated {insert date} for additional semesters of state education at {insert school name} OR I refer to my preliminary view letter dated {insert date} concerning your application for additional semesters of state education at {insert school name}.

I am writing to inform you of my decision on your application.

### My decision

In accordance with s.66 of the *Education (General Provisions) Act 2006* (the Act), I have decided (choose one, delete the other) to grant your request for an additional {one or two semester/s} of state education at {insert school name} effective from {insert date and year} OR not to grant you any additional semesters OR not to grant you an additional two semesters of state education at {insert school name}, but to grant you an additional one semester only effective from {insert date and year}.

### Material considered

In arriving at my decision, I considered the following material:

- Chapter 4, Part 3 of the Act.
- Sections 9 and 231(b) of the Act.
- *Schedule 1 of the Education (Queensland Curriculum and Assessment Authority) Act 2014*.
- [Human Rights Act 2019 \(Qld\)](#)
- Departmental procedure: *Allocation of state education*.
- Form ASE-1 - *Application for additional one or two semesters of state education* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.
- {List in separate dot points all other documents considered in making the decision, including, for example, any submission(s) made on the student's behalf, 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.}

You have already been provided with a copy of this material. {Delete this sentence if preliminary view notice was not provided as semesters are granted as applied for}

### Findings of fact

On the basis of this material, I found that:

{Detail all relevant findings of fact below, including any responses to submission(s) made by the student or their parent. Note that under s.66 of the Act, principals must consider all relevant matters in making the decision, including (for example) -

- (a) whether the student is of compulsory school age
- (b) the likely educational outcome of the student attending the school for the additional semester or semesters



- (c) the likely impact on the resources of the state school of the student attending the state school for the additional semester or semesters}
- You were previously enrolled in {insert name of previous school} from {insert date} to {insert date}.
  - You have 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.

### Reasons for my decision

I made my decision for the following reasons:

{Detail the reasons for the decision below.}

- You have been enrolled in school for {insert number} semesters.
- You have repeated {insert number} semesters.

{If human rights were limited by the decision, add the following paragraph:

### Your human rights

The *Human Rights Act 2019* (Qld), requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this decision, I considered your rights to {insert human rights impacted}. Although the decision limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

### Review of my decision

Under s.390 of the Act, you may apply to the regional director for a review of my decision.

Your application for review must be in writing (email is acceptable) and must be made **within 30 school days** after you were given this information notice. If you require more time to make your application you may request an extension of time from the regional director.

Your application should explain why you disagree with my decision and must be supported by enough information to enable the regional director to decide the application. Details of this process are attached for your information (*attach Information for students/parents – reviews against decisions on allocation of semesters of state education*).

Your application must be addressed to:

{insert name and title of regional director}  
{insert mailing address}

Yours sincerely

{Insert name of principal}

**Principal**

{Insert name of school}

COPY:

Parent (if appropriate)

Enc: [Information for students/parents – reviews against decisions on allocation of semesters of state education](#)





## Notice to student – decision on additional 3<sup>rd</sup> or 4<sup>th</sup> semester/s

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

### Re: Decision on your application for additional semester/s of state education

(choose one – delete the other) I refer to your application dated {insert date} for additional semesters of state education at {insert school name} OR I refer to my preliminary view letter dated {insert date} concerning your application for additional semesters of state education at {insert school name}.

I am writing to inform you of my decision on your application.

For the purposes of deciding your application, I am the chief executive's delegate.

### My decision

In accordance with s.72 of the *Education (General Provisions) Act 2006* (the Act), I have decided (choose one – delete the others) to grant you an additional {3<sup>rd</sup> or 4<sup>th</sup> semester} of state education as requested at {insert school name} OR not to grant you any additional semesters OR not to grant you an additional two semesters of state education at {insert school name}, but to grant you an additional one semester only (i.e. 3<sup>rd</sup> additional semester) effective from {insert date and year}.

### Material considered

In making my decision, I considered the following material:

- Chapter 4, Part 5 of the Act.
- Sections 9 and 231(b) of the Act.
- Schedule 1 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*.
- [Human Rights Act 2019 \(Qld\)](#)
- Departmental procedure: *Allocation of state education*.
- Form ASE-2 – *Application for additional semesters of state education (beyond two semesters)* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.
- {List in separate dot points all other documents considered in making the decision, including, for example, any submission(s) made on the student's behalf, 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.}

You have already been provided with a copy of this material. {Delete this sentence if preliminary view notice was not provided as semesters are granted as applied for}

### Findings of fact

On the basis of this material, I found that:

{Detail all relevant findings of fact below. Note that under s.72 of the Act, the decision maker must consider all relevant matters in making the decision, including (for example):

- (a) whether the student is of compulsory school age
- (b) the likely education outcome of the student attending the school for the additional semester or semesters
- (c) the likely impact on the resources of the school of the student attending the school for the additional semester or semesters.}
- You have 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.

### Reasons for my decision

I made my decision for the following reasons:

{Detail the reasons for the decision below}

- You have been enrolled in school for {insert number} semesters.
- You have repeated {insert number} semesters.

{If human rights were limited by the decision, add the following paragraph:

### Your human rights

The *Human Rights Act 2019* (Qld), requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this decision, I considered your rights to {insert human rights impacted}. Although the decision limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

### Review of my decision

Under s. 390 of the Act, you may apply to the Assistant Director-General, Disability, Inclusion and Student Services, for a review of my decision.

Your application for review must be in writing (email is acceptable) and must be made **within 30 school days** after you were given this notice. If you require more time to make your application, you may request an extension of time from the Assistant Director-General, Disability, Inclusion and Student Services.

Your application should explain why you disagree with my decision and must be supported by enough information to enable the Assistant Director-General to decide the outcome of the application. Details of this process are attached for your information (*attach Information for students/parents – reviews against decisions on allocation of semesters of state education*).

Your application must be addressed to:

{insert name and title of Assistant Director-General, Disability, Inclusion and Student Services}

{insert mailing address}

Yours sincerely

{Insert name of regional director (or delegate)}  
**Regional Director (or position title of delegate)**  
{Insert region}

COPY:

Parent (if appropriate)

Enc: [Information for students/parents – reviews against decisions on allocation of semesters of state education](#)

Effective 28 January 2025



## Notice to student – application for internal review of principal’s decision on additional semester/s

{Insert date of notice}

{Insert name of student}  
{Insert address}

Dear {insert name of student}

### Re: Application for internal review of a decision by principal of {insert name of school} regarding your application for additional semester/s of state education

I refer to your application dated {insert date} for a review of the decision made by {insert name and position title of the principal} concerning your application for an additional {one semester OR two semesters} of state education.

The principal’s decision under s.66 of the *Education (General Provisions) Act 2006* (the Act) was to (choose one, delete the other) not grant you an additional {one semester or two semesters} of state education at {insert name of school} OR not grant you an additional two semesters of state education at {insert name of school}, but to grant you an additional one semester only, effective from {insert date and year}.

### My review decision

In accordance with s.392 of the Act, I have decided (choose one, delete the others) to confirm the principal’s original decision OR amend the principal’s original decision OR substitute another decision for the principal’s original decision.

Accordingly, my review decision means that (choose one, delete the others) you may undertake an additional {one semester OR two semesters} of state education at {insert name of school} OR you may not undertake an additional {one semester OR two semesters} of state education at {insert name of school} OR you can undertake an additional one semester only of state education (i.e. first additional semester).

### Material considered

In making my decision, I considered the following material:

- Chapter 4, Part 3 of the Act.
- Departmental procedure: *Allocation of state education*.
- [Human Rights Act 2019 \(Qld\)](#)
- *Notice to student – Principal’s preliminary view on additional one or two semesters* dated {insert date}.
- *Notice to student – Principal’s decision on additional one or two semesters* dated {insert date}.
- Your application for review of the principal’s decision dated {insert date}.
- {List in separate dot points all other documents considered in making the decision, including, for example, any submission(s) made on the student’s behalf, 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.}

### Findings of fact

On the basis of this material, I found that:

{Detail all relevant findings of fact below, including any responses to submission(s) made by the student or their parent in the dot points below. Note: for a decision on an application for additional semesters under s.66 of the Act, all relevant matters must be considered and findings of fact made about all relevant matters in making the decision, including:

- (a) whether the student is of compulsory school age

- (b) the likely educational outcome of the student attending the school for the additional semester or semesters
- (c) the likely impact on the resources of the school of the student attending the school for the additional semester/s (see s.66 of the Act).

Specific findings on each of these relevant matters should be set out in the findings of fact.}

- Your date of birth is {insert date} (i.e. you are aged {insert age} years old).
- You are of compulsory schooling age.

#### Reasons for my review decision

I made my decision 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.}

- 

{If human rights were limited by the decision, add the following paragraph:

#### Your human rights

The *Human Rights Act 2019* (Qld), requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this decision, I considered your rights to {insert human rights impacted}. Although the decision limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

**ONLY INCLUDE THE FOLLOWING SECTION 'APPLICATION FOR EXTERNAL REVIEW' IF THE REVIEW DECISION IS NOT THE DECISION SOUGHT BY THE APPLICANT – OTHERWISE DELETE THIS SECTION**

#### Application for external review

Under s.394 of the Act, you may apply to the Queensland Civil and Administrative Tribunal for a review of my decision.

To apply for a review, fill out the "Application to review a decision" form which is available from, and may be lodged at:

- *In person:* Queensland Civil and Administrative Tribunal, Level 11, 259 Queen Street, Brisbane QLD 4000, or at any local Magistrates court outside of the Brisbane CBD; or
- *By mail:* QCAT, GPO Box 1639, Brisbane QLD, 4001

The form is also available at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au).

Applications must be accompanied by the prescribed application fee. The application must be lodged within 28 days of the day you were notified of the decision. You must lodge a copy of this notice with your application.

You may apply under s.22 of the *Queensland Civil and Administrative Tribunal Act 2009* for an order staying the operation of my decision. If you wish to apply for a stay, you will need to indicate this in the form in which you apply for a review of the decision.

Yours sincerely

{Insert full name}



**Regional Director**  
{Insert name of region}

COPY:  
Parent (if appropriate)  
School principal

Effective 28 January 2025



## Notice to student on enrolment – decision on initial remaining semester allocation

{Insert date of notice}

{Insert student's full name}  
{Insert address}

Dear {insert student's name}

### Re: Decision on your initial remaining allocation of state education

I refer to my preliminary view letter dated {insert date}.

I am writing to inform you of my decision on your remaining allocation of state education.

#### My decision

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

As you are presently enrolled in Year {insert Year level} of school, 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 making my decision, I considered the following information:

- Chapter 4, Part 2 of the Act.
- Departmental procedure: *Allocation of state education*.
- [Human Rights Act 2019 \(Qld\)](#)
- {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.}
- Your submission dated {insert date} in relation to the preliminary view letter on your remaining allocation of state education dated {insert date}.

You have already been provided with a copy of this material.

#### Findings of fact

On the basis of this material, I found that:

{Detail all relevant findings of fact below. Note, under s.62 of the Act, principals must consider all relevant matters in making the decision, including:

- (a) the age ability, aptitude and development of the student
  - (b) the need to take account and promote continuity of the student's initial learning experiences
  - (c) whether the enrolment is compulsory or non-compulsory
  - (d) 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 previous school} from {insert date} to {insert date}
  - You have 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

### Reasons for my decision

I made my decision 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

{If human rights were limited by the decision, add the following paragraph:

### Your human rights

The *Human Rights Act 2019* (Qld), requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this decision, I considered your rights to {insert human rights impacted}. Although the decision limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

### Review of my decision

Under s.390 of the Act, you may apply to the regional director for a review of my decision.

Your application for review must be in writing (email is acceptable) and must be made **within 30 school days** after you received this information notice. If you require more time to make your application you may request an extension of time from the regional director.

Your application should explain why you disagree with my decision and must be supported by enough information to enable the regional director to decide the outcome of the application. Details of this process are attached for your information (*attach Information for students/parents – reviews against decisions on allocation of semesters of state education*).

Your application for a review must be addressed to:

{insert name and title of regional director}  
{insert mailing address}

Yours sincerely

{Insert name of principal}  
**Principal**  
{Insert name of school}

COPY:

Parent (if appropriate)

Enc: [Information for students/parents – reviews against decisions on allocation of semesters of state education](#)





**Notice to student – remaining semester allocation (4 or less semesters of state school remaining OR student who is repeating a year)**

{Insert date of notice}

{Insert name of student}  
{Insert address}

Dear {insert name of student}

**Re: Your remaining allocation of state education**

**(Delete paragraphs for the option that is not applicable)**

**Option 1 – for a student with 4 or less semesters of state education remaining**

Under section 63 of the *Education (General Provisions) Act 2006*, I am obliged to inform you that at the end of this school year you will have only {insert number} semesters of state education remaining.

According to departmental records, your state education commenced on {insert date} in {insert year}, and by the end of this school year you will have a remaining allocation of {insert number} semesters of state schooling.

If you feel that this information is incorrect or you would like to discuss options for your remaining semesters of allocation or request additional semesters, please contact {insert name of officer} to organise an appointment.

**Option 2 - for a student who has repeated a year**

I refer to my approval for you to repeat a year of schooling at {insert school name} on {insert date}.

Given this approval, under section 64 of the *Education (General Provisions) Act 2006*, I am obliged to provide you with written information about your remaining allocation of state education.

I have determined that at the end of this school year you will have {insert number} semesters of state education remaining, if you choose to use them.

{If human rights were limited by the decision, add the following paragraph:

**Your human rights**

The *Human Rights Act 2019* (Qld), requires the department and its staff to give consideration to, and act compatibly with, human rights. In making this decision, I considered your rights to {insert human rights impacted}. Although the decision limited your human rights, this was reasonable and justified because:

- {insert reasons human rights limitations were reasonable and justified}}

Yours sincerely



{Insert name of principal}

**Principal**

{Insert name of school}

COPY:

Parent (if appropriate)

Effective 28 January 2025

