**{Note: The contents of this letter are specified in s.190 of the *Education (General Provisions) Act 2006 (Qld)* and should not be changed – DELETE THIS NOTE BEFORE PRINTING}**

**INFORMATION NOTICE**

**s.191 and s.192, *Education (General Provisions) Act 2006* (Qld)**

{Insert parent’s name}

{Insert address}

Dear {insert parent’s name}

**Re: Application for exemption from compulsory schooling for {Insert student’s name}**

I refer to your application for an exemption from compulsory schooling for {insert name of student}.

For the purposes of deciding your application, I am the Chief Executive’s delegate.

**My decision**

I have considered your application and decided that it meets the criteria for exemption as outlined in (choose one, delete the other) s.185 OR s.185A of the *Education (General Provisions) Act 2006* (the Act). I have therefore decided to grant {insert student’s name} an exemption from compulsory schooling:

(Please tick whichever is applicable)

* with conditions (in accordance with s.191 of the Act)

The exemption is granted on the condition/s that:

{Insert condition/s - see examples below.}

* Parent notifies the school/region where child is receiving medium to long-term medical treatment which renders the child incapable of engaging in education if the child no longer requires the treatment.
* Parent notifies the school/region every {insert number} months that family intends to remain interstate or overseas and provide an expected date for return to Queensland.
* School/region must be notified if {insert student’s name} no longer has carer responsibilities for {insert family member that student is carer for}.
* in accordance with s.192 of the Act, for a period less than sought by you, namely from {insert requested exemption start date} to {insert requested exemption end date}.

Accordingly the exemption for {insert student’s name} applies from {insert date notice is signed} and will finish {insert date on which exemption is to expire} OR, (choose one, delete the other) your child ceases to be of compulsory school age {where granting an exemption for an indefinite period}.

A copy of the relevant sections of the Act are enclosed for your reference.

The date of this decision is the date of this letter.

**Material considered**

In considering your application, I considered the following material:

{Insert details of all relevant information taken into account – see examples below. Please note – the EGPA, procedure and application should always be part of the consideration.}

* Chapter 9, Part 3 of the Act
* Departmental procedure *Exemptions from compulsory schooling and compulsory participation*
* [*Human Rights Act 2019* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2019-005)
* *Application for exemption for a child or young person enrolled in a Queensland state school* dated {insert date} OR *Application for exemption for a child or young person NOT enrolled in any Queensland school, or who are provisionally registered or registered for home education* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.

I have attached a copy of the material for your consideration.

**Findings of fact**

On the basis of this material, I made the following findings of fact:

{Set out all relevant findings of fact that demonstrate that the child cannot attend a state or non-state school and/or that in all of the circumstances it is not reasonable to require the child to attend a state or non-state school. This can also include any support offered by the school/region - see examples below.}

* {Insert student’s name} is {insert number} years old and is therefore of compulsory schooling age.
* The reason stated in your application for an exemption from compulsory schooling is {insert reason from application form}.
* You have provided the following evidence to substantiate the reason for your application:
  + XX
  + XX
* The school/region has provided the following support to enable {insert name of student} to continue his/her schooling:
  + XX
  + XX.

**Reasons for my decision**

I made my decision for the following reasons:

{List reasons why your findings of fact mean that the criteria have been met, but that conditions should be imposed. This can also include the student’s attendance record at school and any support offered by the school/region OR list reasons why your findings of fact mean the exemption should be granted for a lesser period of time than the applicant applied for - see examples below.}

* The reason provided for seeking an exemption from compulsory schooling satisfy the circumstances for an exemption, as outlined in the *Circumstances where an exemption may or may not be granted, or is not required.*
* Given the support that can be provided by the school/region to {insert name of child} to ensure that he/she can continue their education, I am not satisfied that an exemption should be granted for the period that was applied for and a lesser period is sufficient.
* Given {insert child’s name} poor attendance history at school and risk of disengagement, I have imposed the condition/s that {insert condition/s}.

I have considered the human rights engaged in connection with my decision in accordance with the *Human Rights Act (2019)*. I consider my decision to be compatible with human rights. While some rights may be limited, I believe they are limited in a way that is reasonable and justifiable.

**Consequences of contravention of conditions**

Please note that contravention of the condition/s attached to the exemption may lead to cancellation of this exemption and your child would then be required to attend school.

**Right of internal review**

Pursuant to s.392 of the Act, you may make a submission for internal review of this decision to the {insert position of officer delegated responsibility for reviewing the decision}. Your submission should be sent to:

{Insert name, position and mailing address of officer delegated responsibility for reviewing decision}

Your submission for internal review must be made within 30 school days of receiving this notice or of otherwise becoming aware of this decision. The submission must state the reasons for the review and provide supporting facts. An information sheet on making a submission is enclosed.

Please contact {insert name and phone number of contact officer} should you wish to discuss this matter further.

Yours sincerely

{INSERT FULL NAME}

{Insert designation of officer delegated authority to grant exemption}

{Insert school or region name}

DATE: \_\_\_/\_\_\_/\_\_\_

# Enc: *Information sheet: Internal reviews against decisions regarding exemption from compulsory schooling or compulsory participation*

**SECTIONS 191 - 192 of the**

***EDUCATION (GENERAL PROVISIONS) ACT 2006***

**191 Imposition of conditions**

(1) The relevant decision-maker may, in granting the exemption, decide to impose conditions on the exemption that are relevant and reasonable.

(2) If the relevant decision-maker decides to grant an exemption on conditions, the relevant decision-maker must as soon as practicable give the applicant an information notice about the decision.

**192 Lesser period of exemption than that applied for**

(1) The relevant decision-maker may, in granting the application, decide to grant the exemption for a lesser period than that applied for by the applicant for the exemption.

(2) If the relevant decision-maker decides to grant an exemption for a lesser period than that applied for by the applicant for the exemption, the relevant decision-maker must as soon as practicable give the applicant an information notice about the decision.