**Exemptions from compulsory schooling and compulsory participation**

**Information sheet**

**Internal reviews of decisions regarding exemptions from compulsory schooling and compulsory participation phase**

***What is the purpose of a submission for an internal review?***

A submission for an internal review allows applicants to ask the Department of Education to review an original decision, because they think that the decision is in some way incorrect or mistaken, or otherwise disagreeable.

In making a submission for an internal review applicants should provide information that can assist the department to review the original decision, and to understand their point of view.

***Who can request an internal review of a decision?***

A parent (or student, if the application for exemption was made by a student in the compulsory participation phase) can seek a review of an initial decision regarding an exemption.

Parents are able to have other people help them prepare a submission for review and/or lodge on their behalf, including legal representatives, advocates, friends or relatives.

If parents/students need assistance, or would like further details about the basis for a decision as outlined in their letter of notification, they can contact the person nominated in the letter or the local Department of Education regional office.

***What should be included in a submission for an internal review?***

Without limiting what may be submitted, a submission should state the **reasons** for questioning the original decision and give **facts** that support the case.

In the submission any matters relevant to the exemption may be raised, including objections to the reasons originally given by the decision maker and any new information supporting the request.

Copies of any supporting information considered relevant should be included.

***What factors does the decision maker have to take into account?***

In order to grant an exemption, the decision maker needs to be reasonably satisfied that:

*For compulsory schooling:*

1. the child cannot attend a state school or non-state school; or
2. it would be unreasonable in all the circumstances to require the child to attend a state school or non-state school.

*For the compulsory participation phase:*

1. the young person cannot participate in any eligible option; or
2. it would be unreasonable in all the circumstances to require the young person to participate in any eligible option.

*For a partial exemption from the compulsory participation phase:*

1. the young person cannot participate in any eligible option at a full-time level; or
2. it would be unreasonable in all the circumstances to require the young person to participate in any eligible option at a full-time level.

***What is the timeframe for a submission for an internal review?***

A submission for an internal review should be lodged with the reviewer within 30 school days of being given the notice of the decision regarding the exemption, or otherwise of becoming aware of that decision.

***How does the review process work?***

Internal reviews of decisions are generally managed by the local Department of Education regional office.

For non-state schools, internal reviews are managed by the Office of the Assistant Director-General, Strategic Policy, International, Non-State Schools and Racing.

After the submission has been sent, a departmental officer will contact the parent to discuss the issues raised.

Written notice of the decision will be sent as soon as practicable after the review decision has been made.

If the applicant is not satisfied with the internal review, they may make an application to the Queensland Civil and Administrative Tribunal for an external review of the decision. Details of this process can be found at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au/).

***Where should a submission for an internal review be sent?***

If the original decision was made by a state school delegate (as defined in the [Exemptions from compulsory schooling and compulsory participation](https://ppr.qed.qld.gov.au/pp/exemptions-from-compulsory-schooling-and-compulsory-participation-procedure) procedure), a submission should be sent to the Office of the Regional Director. The contact details for regional offices are located on the department’s website at <https://education.qld.gov.au/contact-us/state-schools-regional-contacts>.

If the original decision was made by a Regional Delegate (as defined in the [Exemptions from compulsory schooling and compulsory participation](https://ppr.qed.qld.gov.au/pp/exemptions-from-compulsory-schooling-and-compulsory-participation-procedure) procedure), a submission should be sent to the Office of the Assistant Director-General, Disability, Inclusion and Student Services, PO Box 15033, City East Qld 4002 or emailed to enquiries.dissops@qed.qld.gov.au.

If the original decision was made by a non-state school principal, a submission should be sent to the Executive Director, External Relations and Research, PO Box 15033, City East Qld 4002 or emailed to [OfficeofNonStateeducation@qed.qld.gov.au](mailto:OfficeofNonStateeducation@qed.qld.gov.au)

If the original decision was made by the Manager, Office of Non-State Education, a submission should be sent to the Executive Director, External Relations and Research, PO Box 15033, City East Qld 4002 or emailed to [OfficeofNonStateeducation@qed.qld.gov.au](mailto:OfficeofNonStateeducation@qed.qld.gov.au).