**PRINCIPAL ADVICE RE APPLICATION FOR ENROLMENT OF {INSERT NAME OF PROSPECTIVE STUDENT} AT {INSERT NAME OF SCHOOL}: POTENTIAL UNACCEPTABLE RISK TO SAFETY OR WELLBEING OF MEMBERS OF THE {INSERT NAME OF SCHOOL} COMMUNITY**

**SCHOOL details**

**Name of School:**

**Address:**

**PROSPECTIVE STUDENT DETAILS**

**Surname: Given Names:**

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

**Home Address:**

**Parent’s Name (where applicable):**

After deliberating on the facts and circumstances related to the prospective enrolment of this individual at {insert name of school} I have decided to refer their application for enrolment to you for consideration.

It is my belief that the enrolment of this individual at {insert name of school} would pose an unacceptable risk to the safety or wellbeing of members of the school community.

The information leads me to believe that {insert name of prospective student} pose/s an unacceptable risk to the safety or wellbeing of members of the {insert name of school} community because:

* {Set out your reasoning based on the information outlined above}

Yours sincerely

{Insert name of principal}

**Principal**

{Insert name of school}

{Insert date}

Enc: {Any documentation that provides evidence in support of claims made in respect to student, including mature age students, criminal history}