{Insert name of applicant}

{Insert address}

{Insert date of notice}

Dear {insert name of applicant}

**Re: Application to enrol at {insert name of school}**

I refer to {your/(insert name of prospective student)} application to enrol at {insert name of school}.

In accordance with {section 158/section 161} of the *Education (General Provisions) Act 2006* (Qld) (the Act), I have considered your application to enrol and decided that your enrolment does not pose an unacceptable risk to the safety or wellbeing of members of the {insert name of school} community.

In my letter to {insert title and name of Principal}, Principal of {insert name of school}, I have advised that, provided you are otherwise eligible to enrol, {your/(their)} enrolment is to be processed in accordance with section 156(1) of the Act.

I understand that {insert title and name of Regional Case Manager}, {insert position of Regional Case Manager}, {insert name of region} Region, was assigned as your Regional Case Manager. I would encourage {you/you and your parent/s} to work with {insert name of Regional Case Manager} to ensure your successful transition into the learning environment at {insert name of school}. {Insert name of Regional Case Manager} can be contacted on (07) {insert Regional Case Manager’s phone number}.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

 **/ /**

Ref:

cc: Regional Director, {insert name of region}

 Principal, {insert name of school where application to enrol was received}

 Regional Case Manager, {insert name of region}

{Insert name of Regional Case Manager}

{Insert address}

{Insert date of notice}

Dear {insert name of Regional Case Manager}

**Re: Application to enrol at {insert name of school}**

I refer to {insert name of prospective student’s} application to enrol at {insert name of school}.

In accordance with {section 158/section 161} of the *Education (General Provisions) Act 2006* (Qld) (the Act), I have considered {insert name of prospective student}’s application to enrol and decided that their enrolment does not pose an unacceptable risk to the safety or wellbeing of members of the {insert name of school} community.

In my letter to {insert title and name of Principal}, Principal of {insert name of school}, I have advised that, provided {insert name of prospective student} is otherwise eligible to enrol, their enrolment is to be processed in accordance with section 156(1) of the Act.

I have encouraged {insert name of prospective student} and the principal to work with you to ensure {insert name of prospective student}’s successful transition into the {insert name of school} learning environment.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

 **/ /**

Ref:

cc: Regional Director, {insert name of region}

{Insert name of Regional Director}

{Insert address}

{Insert date of notice}

Dear {insert name of Regional Director}

**Re: Application to enrol at {insert name of school}**

I refer to {insert name of prospective student’s} application to enrol at {insert name of school}.

In accordance with {section 158/section 161} of the *Education (General Provisions) Act 2006* (Qld) (the Act), I have considered {insert name of prospective student’s} application to enrol and decided that their enrolment does not pose an unacceptable risk to the safety or wellbeing of members of the {insert name of school} community.

In my letter to {insert title and name of Principal}, Principal of {insert name of school}, I have advised that, provided {insert name of prospective student} is otherwise eligible to enrol, their enrolment is to be processed in accordance with section 156(1) of the Act.

I understand that {insert title and name of Regional Case Manager}, {insert position of Regional Case Manager}, {insert name of region} Region, was assigned as {insert name of prospective student’s} Regional Case Manager. I have encouraged {insert name of prospective student} and the principal to work with {insert name of Regional Case Manager} to ensure their successful transition into the {insert name of school} learning environment.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

 **/ /**

Ref: