{Insert name of prospective student}

c/- {Insert name of parent **if prospective student is a child**}

{Insert address}

{Insert date of notice}

Dear {insert name of prospective student}

**Re: application to enrol {if prospective student is a child, insert NAME OF prospective student} at {insert name of school}**

I refer to your application to enrol {if prospective student is a child, insert name of prospective student}at {insert name of school}.

**My decision**

I have considered this application in accordance with section 162 of the *Education (General Provisions) Act 2006* (Qld) (the Act) and decided that {your/ (insert name of prospective student’s)} enrolment would pose an unacceptable risk to the safety or wellbeing of members of the {insert name of school} community.

As a consequence, I have decided to refuse your enrolment at {insert name of school}.

In making this decision I have given proper consideration to relevant human rights, including your right to education, and consider that my decision is compatible with human rights.

**Evidence or other materials considered:**

In arriving at my decision I considered the following information:

* Chapter 8 of the *Education (General Provisions) Act 2006* (Qld)*.*
* *Human Rights Act 2019* (Qld).
* Departmental procedure: *Refusal to Enrol – Risk to safety or wellbeing.*
* {Set out all evidence or materials considered when making this decision}

**Material facts relied on to make my decision:**

* {Set out all material facts relied on to make this decision}

I made the decision for the following reasons:

* {Insert reasons}

**Your future education:**

{Insert title and name of Regional Case Manager}, {insert position of Regional Case Manager}, {insert name of region} Region, will continue to be your Regional Case Manager to assit and support you to access an educational program. I encourage you to contact {insert name of Regional Case Manager} on {insert Regional Case Manager’s phone number}.

**Making a submission:**

If you are not satisfied with this decision, in accordance with section 391 of the Act you may make a submission to me requesting that the decision be reviewed. Details of this process are provided in **Attachment 1** for your information.

**Questions about this decision:**

If you want to discuss my decision, or your further education, you may like to contact {insert title and name of Regional Case Manager}, in the first instance, or {insert title and name of Regional Director}, {insert position of Regional Case Manager}, {insert name of region} Region, by telephone on {insert Regional Case Manager’s phone number}.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

 **/ /**

# Ref:

# Enc: Attachment 1: RTE-9 Review against a refusal of enrolment decision

 Attachment 2: {Any documents containing information relevant to the decision-making}

{Insert name of Regional Case Manager}

{Insert address}

{Insert date of notice}

Dear {insert name of Regional Case Manager}

**Re: application to enrol {insert prospective student’s name} at {insert name of school}**

Please find attached a copy of the letter sent to {insert name of prospective student}, care of {insert name of applicant}.

I have decided to refuse {insert name of prospective student’s} enrolment at {insert name of school}.

I have made this decision in accordance with section 162 of the *Education (General Provisions) Act 2006* (Qld) (the Act). {Insert name of prospective student} must not apply to enrol at {insert name of school} for a period of one year from the date the notice is received.

The reasons for my decision are outlined in the letter to {insert name of prospective student}, including information about how to make a submission against this decision.

I thank you for your work in supporting {insert name of prospective student} at this time. I ask that you make contact with {insert name of prospective student} and their parent/s to explore suitable options to continue her education and support them transition into a suitable educational program.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

 **/ /**

# Ref:

# Enc: Copy of notification letter to student

{Insert name of Regional Director}

{Insert address}

{Insert date of notice}

Dear {insert name of Regional Director}

**Re: application to enrol {insert prospective student’s name} at {insert name of school}**

Please find attached a copy of the letter sent to {insert name of prospective student}, care of {insert name of applicant}.

I have decided to refuse {insert name of prospective student’s} enrolment at {insert name of school}.

I have made this decision in accordance with section 162 of the *Education (General Provisions) Act 2006* (Qld) (the Act). {Insert name of prospective student} must not apply to enrol at {insert name of school} for a period of one year from the date the notice is received.

{Insert title and name of Regional Case Manager}, {insert position of Regional Case Manager}, {insert name of region} Region, was assigned as Regional Case Manager to assist and support {insert name of prospective student} to access an educational program. I have encouraged {insert name of prospective student} and their parent/s to contact {insert title and name of Regional Case Manager} on {insert Regional Case Manager phone number}.

I have also advised {insert name of prospective student} and their parent/s to contact you, should they wish to discuss this decision.

I thank you for your support of {insert name of prospective student}, their parent/s, and the principal of {insert name of school} during this process and encourage you to continue to support them as {insert name of prospective student} explores other options to continue their education.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

 **/ /**

# Ref:

# Enc: Copy of notification letter to student

 Copy of notification letter to Principal

 Copy of notification letter to Regional Case Manager