Student Full Name

C/o Mr/Mrs/Ms/Miss Parent Full Name

Address Line 1

SUBURB QLD 4###

Dear Student First Name

**RE: SUBMISSION AGAINST CANCELLATION OF ENROLMENT AT SCHOOL NAME**

I have considered the submission made by you/r mother/father/parents/guardian, Mr/Mrs/Ms/Miss Parent Full Name against the cancellation of your enrolment at School name.

**My decision**

I have decided to **confirm** the Principal’s decision made on date month year, to cancel your enrolment at School Name. I have made this decision in accordance with section 320 of the *Education (General Provisions) Act 2006* (the Act).

In reaching 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.

**Material facts, evidence and other material**

I have listed the evidence and other material I used to make this decision in **Attachment 1**.

I have outlined your individual circumstances and listed the material facts relied on to make this decision in **Attachment 2**.

**Reasons for my decision**

* I am satisfied that your behaviour between date in full and date in full amounted to a refusal to participate in the education program provided at the school, which is the ground for cancellation of enrolment under section 317 of the Act.
* I am also satisfied that the Principal correctly exercised the power of cancellation in section 316 of the Act.
* Accordingly, I have decided to confirm the Principal’s decision to cancel your enrolment at School Name in accordance with section 320 of the Act.

**Your future education**

Despite not being able to return to School Name, you are entitled and encouraged to access an education program **OR** As you are in the compulsory participation phase, you are required to participate full-time in an eligible option under section 231 of the Act. Information about eligible options was provided to you with the cancellation of enrolment notice from the Principal of School Name dated day month year.

Mr/Mrs/Ms/Miss Regional Case Manager Full name # Region has been assigned as regional case manager to assist and support you to access an educational program. I encourage you to contact the regional case manager to explore suitable options to support the continuation of your educational program. Mr/Mrs/Ms/Miss Regional Case Manager Surname can be contacted on (07) #### ####.

**Questions about this decision**

If you need help to understand the reasons for this decision, please ask your parents or your regional case manager to discuss this with you.

I wish you every success with your future education endeavours.

Yours sincerely

**FULL NAME**

**Director-General or Delegate**

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Ref: ##/######

Enc: Attachment 1: Evidence and other material supporting the decision  
Attachment 2: Individual circumstances and material facts

**Attachment 1: Evidence and other material supporting the decision**

**Evidence or other material supporting the facts**

* Chapter 12, Part 3, Division 8 of the *Education (General Provisions) Act 2006*.
* *Human Rights Act 2019* (Qld).
* Departmental procedure: *Cancellation of enrolment.*
* School Name’s *Student Code of Conduct.*
* Your *OneSchool Enrolment History.*
* Your *OneSchool Student Profile from School Name* dated date in full to date in full.
* Notification of *Warning notice – risk of Cancellation of enrolment* *at School Name*, dated day month year.
* Notification of *Decision – Cancellation of enrolment* *at School Name*, dated day month year.
* Appeal submission from you/r mother/father/parents/guardian, Mr/Mrs/Ms/Miss Full Name, dated day month year and received by # Region **or** State Schools – Operations on date in full. The submission included the following documentation:
* ###
* Principal response to the submission made by you/r mother/father/parents/guardian in the Principal’s Report dated day month year and received by # Region **or** State Schools – Operations on date in full. Their response included the following supporting documentation:
* *###*
* Email to you/r mother/father/parents/guardian dated date in full, providing the Principal’s response and materials for consideration.

This information was previously provided to you and you were also given the opportunity to provide any additional relevant information for my consideration. No response has been received. **OR**

* On date in full, # Region **or** State Schools – Operations received a further response from you/r mother/father/parents/guardian to the Principal’s Report. The response did not raise any new information for inclusion in the appeal OR list new information

**Attachment 2: Individual circumstances and material facts**

**Your Individual Circumstances**

* You are ## years old and no longer of compulsory school age.
* You have been enrolled at School Name since day month year and were in Year ## when you enrolment was cancelled.
* Your *OneSchool Student Enrolment Profile* indicates the following (list as recorded on OneSchool):
* Medical Conditions *(List all recorded conditions, examples below)*:
* Attention Deficit Hyperactivity Disorder;
* Dysgraphia; and
* Asthma.
* Personalised Learning *(List all recorded items, example below)*:
* DDA Disability:Nationally Consistent Collection of Data (NCCD) disability record under the category of *Cognitive* requiring a *Supplementary* level of adjustment to access and participate in your education.
* Support Provisions *(List current recorded strategies and/or plans, examples below)*:
* Targeted Support (Humanities), Semester X, start date (date in full) to end date (date in full);
* Numeracy Intervention from start date (date in full) to end date (date in full); and
* Risk Management Plan, dated date in full.

**Material facts relied on to make the decision**

* Your *OneSchool Absence Details* dated date in full to date in full records an attendance rate of #% (# full day absences and # late arrivals to school or class) and # unexplained absences.
* Your student participation data records that of the # assessment tasks required for # of your # subjects you only submitted #. # of these were submitted late.
* Your *Student Reports* for year show an ‘unacceptable’ or ‘needs attention’ level of effort on all but one ‘satisfactory’ of your subject areas.
* Your *Student Reports* for year show that you ‘rarely completed’ homework or that it ‘needs to be completed more often’.
* Findings about individual circumstances, disability and disability support options. Plans and adjustments made to ensure that disability is not the cause of the failure to participate.
* Findings about the school’s general behaviour supports to help the student engage in the program if disability is not an issue.
* I am satisfied that the school engaged with you throughout period to support you in making appropriate changes to your behaviours at school and to help you engage in the education program.
* Expectations for students’ full commitment to their educational program, as well as consequences for non-compliance, are clearly outlined in School Name’s *Student Code of Conduct*.
* I am satisfied that you were aware of these expectations and agreed to commit to your learning program in your signed…
* I am satisfied that the school engaged with you and your family throughout year to encourage and support you to engage in your educational program but that you chose not to participate.
* Given my findings above, I am satisfied that your behaviour amounted to a refusal to participate in the educational program provided at the school for the purposes of section 317 of the Act.
* Given your refusal to participate, it was appropriate for your enrolment to be cancelled by the Principal under section 316 of the Act. It was also appropriate that you not be permitted to apply for re-enrolment at the school until date in full.
* Therefore, in accordance with section 320(1)(a) of the Act, I have decided to confirm the Principal’s decision to cancel your enrolment at School Name.

**My response to the submission**

You/r mother/father/parents/guardian raised various issues in your/their submission/s dated date in full and date in full. I have considered all aspects of your/their submissions and my responses are as follows:

* *It is submitted that ###*

**Response**:

* *It is submitted that ###*

**Response**:

Mr/Mrs/Ms/Miss Parent Full Name

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Parent Surname

**RE: SUBMISSION AGAINST CANCELLATION OF ENROLMENT OF STUDENT FULL NAME AT SCHOOL NAME**

Please find attached a copy of the letter sent to Student Full name.

I have decided to **confirm** the decision made by the Principal of School Name to cancel Student First Name’s enrolment at the school. I have made this decision in accordance with section 320 of the *Education (General Provisions) Act 2006* (the Act).

The reasons for my decision are outlined in the letter to Student First Name.

Despite not being able to return to School Name, Student First Name is entitled and encouraged to access an education program. **OR** as Student First Name is in the compulsory participation phase, they are required under section 231 of the Act to participate in education and training until they:

* gain a certificate of achievement, senior statement, certificate III or certificate IV; or
* have participated in eligible options (as per section 232 of the Act) for 2 years after they stopped being of compulsory school age; or
* turn 17 years of age.

Mr/Mrs/Ms/Miss Regional Case Manager Full Name # Region has been assigned as regional case manager to assist and support Student First Name to access an educational program. I encourage you to contact the regional case manager to explore suitable options to support the continuation of Student First Name’s educational program. Mr/Mrs/Ms/Miss Regional Case Manager Surname can be contacted on (07) #### ####.

I wish Student First Name every success in their future educational endeavours.

Yours sincerely

**FULL NAME**

**Director-General or Delegate**

/ /

Ref: ##/######

Enc: Copy of notification letter sent to student

Mr/Mrs/Ms/Miss Principal Full Name

Principal

School Name

PO BOX ####

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Principal Surname

**RE: SUBMISSION AGAINST CANCELLATION OF ENROLMENT OF STUDENT FULL NAME AT SCHOOL NAME**

Please find attached a copy of the letter sent to Student Full Name.

I have decided to **confirm** your decision to cancel Student First Name’s enrolment at School Name. I have made this decision in accordance with section 320 of the *Education (General Provisions) Act 2006*.

The reasons for my decision are outlined in the letter to Student First Name.

Mr/Mrs/Ms/Miss Regional Case Manager Full Name # Region has been assigned as regional case manager to assist and support Student First Name to access an educational program. I encourage you to work with Mr/Mrs/Ms/Miss Regional Case Manager Surname to support a positive transition into another educational, training or work option. Mr/Mrs/Ms/Miss Regional Case Manager Surname can be contacted on (07) #### ####.

Yours sincerely

**FULL NAME**

**Director-General or Delegate**

/ /

Ref: ##/######

Enc: Copy of notification letter sent to student

Mr/Mrs/Ms/Miss Regional Director Full Name

Regional Director

# Region

Department of Education

PO BOX ####

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Regional Director surname

**RE: SUBMISSION AGAINST CANCELLATION OF ENROLMENT OF STUDENT FULL NAME AT SCHOOL NAME**

Please find attached a copy of the letter sent to Student Full Name.

I have decided to **confirm** the Principal’s decision to cancel Student First Name’s enrolment at School Name. I have made this decision in accordance with section 320 of the *Education (General Provisions) Act 2006*.

The reasons for my decision are outlined in the letter to Student First Name.

Mr/Mrs/Ms/Miss Regional Case Manager Full Name # Region has been assigned as regional case manager to assist and support Student First Name to access an educational program. Mr/Mrs/Ms/Miss Regional Case Manager Surname can be contacted on (07) #### ####.

Yours sincerely

**FULL NAME**

**Director-General or Delegate**

/ /

Ref: ##/######

Enc: Copy of notification letter sent to student

Mr/Mrs/Ms/Miss Regional Case Manager Full Name

Regional Case Manager Role Title

# Region

Department of Education

PO BOX ####

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Regional Case Manager Surname

**RE: SUBMISSION AGAINST CANCELLATION OF ENROLMENT OF STUDENT FULL NAME AT SCHOOL NAME**

Please find attached a copy of the letter sent to Student Full Name.

I have decided to **confirm** the Principal’s decision to cancel Student First Name’s enrolment at School Name. I have made this decision in accordance with section 320 of the *Education (General Provisions) Act 2006*.

The reasons for my decision are outlined in the letter to Student First Name.

I understand that Student First Name is now enrolled at New School Name. I thank you for your work in supporting Student First Name at this time to ensure the transition to their new school is successful and sustained.

**OR**

I understand that Student First Name is not currently enrolled at a Queensland state school. I thank you for your work in supporting Student First Name at this time to assist them to secure an enrolment at a Queensland state school or to transition to other suitable education, training or employment. I ask that you make contact with Student First Name and work with School Name to ensure a successful and sustained re-engagement into the school or alternatively explore suitable options to support the continuation of an education program.

Yours sincerely

**FULL NAME**

**Director-General or Delegate**

/ /

Ref: ##/######

Enc: Copy of notification letter sent to student