Full Name of Student

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 Full Name against the cancellation of your enrolment at School Name.

**My decision**

I have decided to **set aside** 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.

The effect of this decision is that you may resume your enrolment at School Name immediately, should you wish.

**Reasons for my decision**

* Upon examination of all the material in this matter, I am not satisfied there was sufficient evidence to conclude that your behaviour amounted to a refusal to participate in the educational program provided by the school.

**Your future education**

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 or re-engage into School Name. I encourage you to contact Mr/Mrs/Ms/Miss Regional Case Manager Surname 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**

/ /

Ref: ##/######

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 **set aside** 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 effect of this decision is that Student First Name may resume their enrolment at School Name from date month year, should they wish. The reason for my decision is outlined in the letter to Student First Name.

**Additional paragraph if student is under 17 years of age:**

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 or re-engage into School Name. I encourage you to contact Mr/Mrs/Ms/Miss Regional Case Manager Surname 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

Executive Principal/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 **set aside** 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 effect of this decision is that Student First Name may resume their enrolment at School Name immediately, should they wish.

My reason for setting aside your decision to cancel Student First Name’s enrolment is:

* Upon examination of all the material in this matter, I am not satisfied there was sufficient evidence to conclude that the behaviour amounted to a refusal to participate in the educational program provided by the school.

Specifically, I refer to the following:

* *Student First Name’s OneSchool Student Profile* does not support the statement that their behaviour amounts to a refusal to participate in the educational program provided by School Name.
* *Student First Name’s OneSchool Student Profile – Attendance Record* reveals…
* *Student First Name’s OneSchool Student Profile – Achievement Results* from Semester X year, reveal…
* *Student First Name’s OneSchool Student Profile – Behaviour Record* largely reflects issues of misbehaviour, not refusal to participate.
* Review of all the material in the submission reveals Student First Namehas significant individual circumstances that require consideration, support planning and reasonable adjustments. These include (insert reasons).
* I am not satisfied that enough consideration has been given to the development and implementation of individualised, targeted supports and adjustments for these learning needs.

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 or re-engage into School Name. I encourage you to work with Mr/Mrs/Ms/Miss Regional Case Manager Surname so that Student First Name can successfully re-engage with their 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 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 **set aside** 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 effect of this decision is that Student First Name may resume their enrolment at School Name immediately, should they wish. 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 or re-engage into School Name. 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 position 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 **set aside** 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 effect of this decision is that Student First Name may resume their enrolment at School Name immediately, should they wish. The reasons for my decision are outlined in the letter to Student First Name.

I thank you for your work in supporting Student First Name at this time. 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