Student Full Name

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

Address Line 1

SUBURB QLD 4###

Dear Student First Name

**RE: WARNING NOTICE – RISK OF CANCELLATION OF ENROLMENT at school NAME**

You are at risk of cancellation of enrolment at School Name.

As you are older than compulsory school age your enrolment may be cancelled under section 316 of the *Education (General Provisions) Act 2006* if your behaviour amounts to a refusal to participate in the educational program provided at the school (extracts attached).

As you are aware, participation at School Name requires that you:

* List school expectations for participation in educational program provided by the school.
* ##
* ##

In particular, I am concerned about the following:

* List evidence that the student is refusing to participate in the educational program provided at the school, for example:
* You have ## unexplained absences since date in full.
* Your attendance rate is at ##%.
* Your school reports indicate that your Effort in all subjects is ##.
* You have ## outstanding assessment items.
* ##

I am advising you that your continued non-compliance with the above participation requirements of School Name may result in the cancellation of your enrolment.

The consequence of cancellation of your enrolment is that you will not be permitted to apply for re-enrolment at School Name for a period of up to 12 months.

I request that you and your parent(s) meet with Mr/Mrs/Ms/Miss Case Manager Full Name at time on day month year at School Location to discuss expectations and support options to successfully re-engage you in the educational program provided at School Name. You may also like to discuss alternative educational or vocational pathways to ensure you participate in an appropriate eligible option.

If you are suffering from a medical condition or any impairment that affects your capacity to participate in school activities, please advise me as soon as possible so that reasonable adjustments can be made to support your re-engagement.

Please make contact with Mr/Mrs/Ms/Miss Case Manager Surname to confirm the above appointment. If they do not hear from you and there is no improvement in your participation in the educational program provided at the school, I may consider formal steps to cancel your enrolment.

Yours sincerely

**PRINCIPAL NAME**

**Principal**

**School Name**

 / /

Enc: Attachment 1: Extracts from *Education (General Provisions) Act 2006*

**Attachment 1: Extracts from *Education (General Provisions) Act 2006***

1. **Compulsory participation phase**

A young person’s ***compulsory participation phase***—

1. starts when the person stops being of compulsory school age; and
2. ends when the person—
	1. gains a certificate of achievement, senior statement, certificate III or certificate IV; or
	2. has participated in eligible options for 2 years after the person stopped being of compulsory school age; or
	3. turns 17 years.
3. **Eligible options and providers**
4. In the following table, each of the options listed is an ***eligible option*** and the entity stated opposite is the ***provider*** for the option.

|  |  |
| --- | --- |
| **Eligible option** | **Provider** |
| an educational program provided under the *Education (General Provisions) Act 2006* | a State school |
| an educational program provided under the *Education (Accreditation of Non-State Schools) Act 2017* | a non-State school |
| a course of study under the *Tertiary Education Quality and Standards Agency Act 2011* (Cwlth) | a registered higher education provider |
| a VET course under the *National Vocational Education and Training Regulator Act 2011* (Cwlth) | a registered training organisation |
| an apprenticeship or traineeship under the *Further Education and Training Act 2014* | a registered training organisation |
| a departmental employment skills development program under the *Further Education and Training Act 2014* | the chief executive administering the *Further Education and Training Act 2014* |

(2) In this section—

***registered higher education provider*** see the *Tertiary Education Quality and Standards Agency Act 2011* (Cwlth), section 5.

1. **Principal’s power to cancel enrolment**
	1. The principal of a State school at which a student who is older than compulsory school age is enrolled may, under this division, cancel the enrolment if the principal is reasonably satisfied the ground mentioned in section 317 of the *Education (General Provisions) Act 2006* exists.
	2. The enrolment of a student of compulsory school age can not be cancelled under this division.
2. **Grounds for cancellation of enrolment**

For section 316(1), the ground for the cancellation is that the student’s behaviour amounts to a refusal to participate in the educational program provided at the school.

Mr/Mrs/Ms/Miss Parent Full Name

# Street

SUBURB QLD 4###

Dear Mr/Mrs/Ms/Miss Parent Surname

**RE: WARNING NOTICE – RISK OF CANCELLATION OF ENROLMENT OF student name at school NAME**

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

Student First Name is at risk of cancellation of enrolment at School Name. The reasons are outlined in the letter to Student First Name.

I request that you and Student First Name meet with Mr/Mrs/Ms/Miss Case Manager Full Name at time on day month year at School Location to discuss expectations and support options to successfully re-engage Student First Name in the educational program provided at School Name.

Please make contact with Mr/Mrs/Ms/Miss Case Manager Surname on (07) #### #### to confirm the above appointment. If they do not hear from you or Student First Name and there is no improvement in Student First Name’s participation in the educational program provided at the school, I may consider formal steps to cancel Student First Name’s enrolment.

Yours sincerely

**PRINCIPAL NAME**

**Principal**

**School Name**

 / /

Enc: Copy of notification letter sent to student