Student Full Name

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

Address Line 1

SUBURB QLD 4###

Dear Student First Name

**RE: SUBMISSION AGAINST EXCLUSION FROM SCHOOL NAME**

I have considered the submission made by you/r mother/father/parents/guardian, Mr/Mrs/Ms/Miss Full Name against your exclusion from School Name.

**My decision**

I have decided to **set aside** the Principal’s decision made on date month year, to exclude you permanently/until date in full from School Name. I have made this decision in accordance with section 313 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**

* I am not satisfied there was sufficient evidence to conclude that your behaviour amounted to (insert ground)
* I am not satisfied your attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or of staff
* I have identified issues in the process of the exclusion which require me to set aside the Principal’s decision, in the interests of fairness (include specifics e.g. failure to provide natural justice)
* While I note that the school has implemented some strategies to assist you, including (e.g. *nominating a safe place when you needed to escape and providing a designated staff member for you to go to when upset*), I consider that there are further support options available that should have been explored. For example:
* there is no evidence that a formal Functional Behaviour Assessment (FBA) has been conducted to inform an Individual Behaviour/Safety Plan (IBSP) or a Risk Management Plan (RMP) that targets the specific areas to be addressed in order for you to be successful at school;
* I am not satisfied that you have been charged with a serious offence OR I disagree that it would not be in the best interests of other students or of staff for you to attend the school while the charge is pending.
* I have taken into account
  + your individual circumstances, including your medical condition, namely ## and the existing support provisions provided by the school to help you to manage your behaviours;
  + your behaviour history; and
  + ##.
* In addition, I would encourage you and your mother/father/parents/carer to work with the school to review your *Individual Student Plan*. Detail about triggers that may prompt your negative behaviours may inform the development of strategies to assist you to recognise these, help you to take responsibility for your behaviour and improve your ability to make better behaviour choices.
* Upon examination of all the material in this matter I am not satisfied that exclusion was the only consequence adequate to deal with your behaviour.
* Accordingly, taking into account the period you have spent away from the school I am satisfied that the exclusion should be set aside and no further punishment should apply.

**Your return to school**

Mr/Mrs/Ms/Miss Regional Case Manager Full name # Region has been assigned as your 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 case manager to discuss this with you.

I wish you every success with your future educational 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 EXCLUSION OF STUDENT FULL NAME FROM 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 exclude Student First Name permanently/until date in full from School Name. I have made this decision in accordance with section 313 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 their 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 EXCLUSION OF STUDENT FULL NAME FROM SCHOOL NAME**

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

I have decided to **set aside** your decision to exclude Student First Name from School Name permanently/until date in full. I have made this decision in accordance with section 313 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.

While Student First Name’s behaviour in this incident was unacceptable/inappropriate, I consider that there are a number of significant indicators to suggest that a decision other than permanent exclusion is adequate to deal with their conduct. Specifically I refer to the following:

* their young age, being ## years old and in Year #;
* their diagnosis of ###;
* there is no evidence to suggest that formal supports were identified and implemented in order to assist Student First Name to more effectively address behaviour concerns, and engage with their learning and social environments in a positive manner;
* ###.
* The school’s *Student Code of Conduct* (SCOC) lists the following consequences as possible responses to unacceptable behaviour:
* ###.
* During my review of the materials in this submission, a breach of the Act and departmental procedure: *Student* *discipline* was identified, namely:
  + ###.

I strongly encourage you to review any support plans in place for Student First Name and engage with external or regional stakeholders as necessary to ensure that there are specific strategies for Student First Name and their classroom teachers to address their behaviours and provide them with the best opportunities to experience success at School 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) #### ####.

Student Full Name’s *OneSchool Student Profile* will be updated to reflect my decision as soon as possible.

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 EXCLUSION OF STUDENT FULL NAME FROM 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 exclude Student First Name permanently/until date in full from School Name. I have made this decision in accordance with section 313 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

Copy of notification letter sent to Principal

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 EXCLUSION OF STUDENT FULL NAME FROM 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 exclude Student First Name permanently/until date in full from School Name. I have made this decision in accordance with section 313 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