



Guide to making a submission

When should I use this guide?

- **Long term (11–20 days) suspension** (Chapter 12 Division 2 of the *Education (General Provisions) Act 2006*) (the Act)
- **Charge-related suspension** (Chapter 12 Division 2 of the Act)
- **Exclusion** (Chapter 12 Division 3 of the Act)
- **Exclusion from certain State schools or all State schools** (Chapter 12 Division 4 of the Act)
- **Cancellation of enrolment** (Chapter 12 Division 8 of the Act).

Where should I send my appeal?

The Director-General or their delegate will make a decision on your appeal submission. Your submission can be sent via post or email to the below addresses. If you have any questions about the appeal process, please contact either your case manager or the original decision maker.

Postal address:

Director-General
Department of Education
PO Box 15033
CITY EAST QLD 4002

Email address (for appeal submissions only):

Behaviour.Central@qed.qld.gov.au

When do I need to lodge my appeal?

Appeals against long suspensions and charge-related suspensions must be lodged within five school days of being notified in writing of the suspension decision. Appeals against exclusions and cancellations of enrolment must be lodged within 30 school days of being notified in writing of the decision. If you require more time to prepare an appeal, you must contact the person to whom you are sending your appeal to request more time and the Director-General will consider your request.

Who can appeal?

- Students or their parents.
- Other persons (e.g. solicitor, social worker) can help you make the submission or can prepare it on your behalf, however you must give them permission to do so and provide written authorisation with your appeal.

If you need help

- If you need assistance with the appeal process or would like to make an oral appeal, you can contact your case manager whose details are in the decision notice provided by the original decision maker.
- If you wish to obtain further details about the basis for the original decision, please contact the decision maker.

What should I include in my appeal?

In your appeal, you should state the **reasons** why you think the decision is unfair, outlining the relevant **facts** that support your case. Reasons for your appeal may cover aspects such as:

- objections to the processes undertaken (how the decision was made, investigation process etc.)
- objections to the fact or reasons as given by the decision maker in the notification letter
- objections to the perceived severity of the decision and/or
- any new information that is relevant to the matter.

An example of a suggested format for your appeal is shown on the next page. Your appeal may have more than one page and may use any format. It is important to ensure your appeal only includes information that is relevant to the disciplinary decision.

What happens with the information I provide?

Any information you provide within your appeal will be collated by appropriate regional and/or central office staff for the Director-General's consideration and final decision.

When will I hear about my appeal?

Appeals can take up to 40 school days to complete, as the process is very thorough and involves collecting and reviewing reports and documents from the school and family. During the course of the appeal process, you may be contacted to provide further information or be provided with further documentation to consider. This ensures natural justice is afforded and that every opportunity is provided to the student, family and school to present their case to the Director-General.



Sample appeal format

TO: Director-General
Department of Education

ADDRESS: **Postal:** PO Box 15033
CITY EAST QLD 4002

Email: Behaviour.Central@qed.qld.gov.au

FROM: **Name:** _____
Relationship to student*: _____
Address: _____
Phone contact: _____
Email: _____

(*If not a parent, written authorisation must be provided by parent and/or student.)

SUBJECT: **Submission against:**

- Long term (11–20 days) suspension** (Chapter 12 Division 2 of the Act)
- Charge-related suspension** (Chapter 12 Division 2 of the Act)
- Exclusion** (Chapter 12 Division 3 of the Act)
- Exclusion from certain state schools or all state schools** (Chapter 12 Division 4 of the Act)
- Cancellation of enrolment** (Chapter 12 Division 8 of the Act)

DETAILS OF ORIGINAL DECISION:	
DECISION MAKER:	Name: _____
	Position: _____
	School: _____
	Date of decision: _____ / _____ / _____

STUDENT DETAILS:	Name: _____
	Last school attended: _____

Reasons for your submission (must be relevant to the current matter):

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Other information and facts in support of the submission about the current matter:

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Signature of person making the submission: _____

Date: _____ / _____ / _____

