**Circumstances where a student’s enrolment can be treated as having ended**

Schools may treat a student’s enrolment as having ended only if one or more of the following circumstances arise:

* student has graduated (i.e. has received their Certificate of Achievement or Senior Statement) or has completed studies to the highest year level offered
* student has no remaining [allocation of semesters](https://ppr.mpe.qed.qld.gov.au/pp/allocation-of-state-education-procedure)
* student has been [excluded](https://ppr.mpe.qed.qld.gov.au/pp/student-discipline-procedure) or their [enrolment cancelled](https://ppr.mpe.qed.qld.gov.au/pp/cancellation-of-enrolment-procedure) under the *Education (General Provisions) Act 2006*
* parent/carer of student on [suspension](https://ppr.mpe.qed.qld.gov.au/pp/student-discipline-procedure) (or independent student on suspension) has told the school that the enrolment has ended, and the entire suspension period has been completed
* student has enrolled in another school (state or non-state), and the enrolment is not part of an approved [flexible arrangement](https://ppr.mpe.qed.qld.gov.au/pp/flexible-arrangements-involving-an-alternative-education-provider-procedure)
* there is reasonable evidence that the student is participating full-time in another eligible option (e.g. TAFE) or with a Registered Training Organisation and this is equivalent to full-time schooling, and the student has ceased attending school. This **does not apply** to students attending a Youth Detention Education and Training Centre or an educational service in a hospital or health setting. It is also not applicable for students on [charge-related suspensions](https://ppr.mpe.qed.qld.gov.au/pp/student-discipline-procedure) who are accessing temporary educational support through a School of Distance Education.
* there is reasonable evidence that the student has left school to undertake a full-time apprenticeship or traineeship (e.g. signed contract with the Registered Training Organisation for an apprenticeship or traineeship) or, for compulsory participation students only, full-time employment (e.g. letter from employer confirming full-time employment)
* there is reasonable evidence that the student will register for home education (i.e. the school has been advised by the parent/carer that they will apply to register for home education, the student is not attending school, and the Home Education Unit (HEU) has received an application for registration for the student.) Evidence that an application for registration has been made can be:
	+ an acknowledgement email from the HEU (for online and email applications), or
	+ (for applications made by post) schools can email the HEU to confirm registration status.
* student is enrolled in a school of distance education and has not paid applicable fee despite the school having followed the [invoicing and debt management process](https://ppr.mpe.qed.qld.gov.au/pp/distance-education-enrolment-and-fees-procedure)
* student has permanently moved interstate or overseas with no intention of returning
* parent/carer (or independent student) has told the school that the student’s enrolment has ended and the student ceases attending1. This does not apply to students who cease attending their school because they are on [suspension](https://ppr.mpe.qed.qld.gov.au/pp/student-discipline-procedure), in youth detention or attending an educational service in a hospital or health setting, or where conflicting instructions are given to the school by the parents/carers2.
* student is deceased.

1 Where a student has ceased to attend school and is not enrolled in another school, educational institution or with a Registered Training Organisation, and is not registered for home education, or undertaking full-time employment for a student in the compulsory participation phase, the region should pursue the failure to enrol process.

2 In relation to Family Law disputes, where parents’/carers’ instructions to the school regarding the student ceasing to attend are conflicting, the school should not end the enrolment until one of the other circumstances above applies.