**Guidelines for the allocation of state education**

## *\*\*\*NOTE: These guidelines should be used in conjunction with the* [*Allocation of State Education*](https://ppr.mpe.qed.qld.gov.au/pp/allocation-of-state-education-procedure) *procedure\*\*\**

## **Calculating remaining allocations**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year Level** | **Prep** | **Year****1** | **Year****2** | **Year****3** | **Year****4** | **Year****5** | **Year****6** | **Year****7** | **Year****8** | **Year****9** | **Year** **10** | **Year** **11** | **Year** **12** |
| **Remaining allocation (Semester 1⏐Semester2)** | 26 | 25 | 24 | 23 | 22 | 21 | 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| **Students’ minimum age by 30 June of the year of enrolment** | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

The following table shows how semesters are usually allocated according to the year level in which a student is enrolled. The third row provides a general guide regarding the minimum age at which Queensland children attend the particular year level.

## **Considering all relevant information when deciding remaining allocations**

When deciding a student’s remaining allocation, the principal must consider all relevant matters, including, for example -

* the age, ability, aptitude and development of the student
* the need to take account and promote continuity of the student’s learning experiences
* whether the enrolment is compulsory or non-compulsory
* if the student’s enrolment is non-compulsory - the student’s commitment to complete a course of study
* whether a state school principal has already made a remaining allocation decision prior to this application for enrolment.

However, when a prospective student seeks to enrol at a state school and there is no information or evidence provided regarding the prospective student’s prior education (e.g. if they have come from another country), the principal could determine the remaining allocation based on the student’s capabilities and needs, taking into consideration their:

* age, ability, aptitude and development
* level of English
* capacity to learn in English.

## **Allocation decisions**

Decisions relating to semester allocation and additional semesters are documented in writing by the decision-maker, detailing relevant personnel involved, evidence gathered to inform decision-making, and reasons for the decision. If the applicant is not satisfied with the decision, they can request that these [decisions be reviewed](https://ppr.mpe.qed.qld.gov.au/attachment/information-for-students-parents-reviews-against-decisions-on-allocation-of-semesters-of-state-education.docx).

**To promote fairness and administrative certainty, and to avoid appeals, allocation decisions made by one principal upon enrolment should not be changed by a subsequent principal unless there is relevant, credible and significant new information. Changing an allocation decision should only occur in exceptional circumstances.**

## **Examples**

## ***Schooling prior to 2007***

Students who commenced schooling in Year 1 prior to 2007 (i.e. before the introduction of the Prep Year in Queensland) are entitled to a basic allocation of 24 semesters of state education, not 26 semesters.

## ***Delayed entry to Prep students***

Students whose parents have delayed their entry into Prep by 12 months will still receive an allocation of 26 semesters of state education if they:

* begin the Prep Year before they turn six years and six months, **or**
* turn six years and six months during January prior to the first day of school.

## ***Exemptions***

Where a student has been granted an exemption from compulsory schooling or compulsory participation, and the student did not receive education during that time from any educational provider, there will be no deduction in their remaining allocation. For example, if a student was seriously ill and obtained an exemption from compulsory schooling for an indefinite period, then returned to school after one year, those two semesters will not be deducted from the student’s remaining allocation. In order for a student’s remaining allocation to be adjusted because of an exemption, the principal refers to documentation evidencing the granting and duration of the exemption.

## ***Mature-age students***

## Where a person [seeks to enrol at a prescribed mature age state school as a mature age student](https://ppr.mpe.qed.qld.gov.au/pp/mature-age-student-applications-procedure), the principal will calculate that student’s remaining allocation, considering all relevant matters as outlined in calculating remaining allocation. If the student is considered to have already benefited from their full allocation of semesters, whether in Queensland, interstate or overseas, the student may apply to the principal for an additional allocation of up to 2 semesters. Mature-age students should be advised of the range of options available (such as TAFE) to further their education.

## ***Pre-Prep***

A student’s previous registration in a pre-Prep program or Early Childhood Development Program or Service (ECDPs), does not count towards the allocation of semesters.

## ***Prior to turning 16 years***

Students who have been enrolled for their basic allocation of semesters prior to turning 16 and who want to continue their enrolment, may remain at school until the end of the semester in which they turn 16 without making an application for additional semesters.

## ***Refugee students***

Where a refugee student seeks to enrol in a Queensland state school having received no education prior to arrival and is older than seven years and six months, or has received some but not their full entitlement to education in their homeland, the principal calculates the student’s remaining allocation considering all relevant matters as outlined in calculating remaining allocation. As an example, if a student commences state education in Year 8, their remaining allocation will usually be calculated as 10 semesters. However, a refugee student may be placed in Year 8 and allocated more than 10 remaining semesters. Alternatively, other education or training options may be more appropriate for older students (e.g. TAFE).

## ***Repeating students***

Students should only repeat a year level where the principal has given approval. If a student repeats a year level, the principal determines the student’s remaining allocation of semesters.

## ***Students from non-state schools, home education, interstate or overseas***

For example, if a prospective student aged 14 years who has completed Year 9 at a non-state school seeks enrolment at a state school at the beginning of a new school year, the school could request [a Student Transfer Note](https://ppr.mpe.qed.qld.gov.au/attachment/student-transfer-note.pdf) from the non-state school to determine what will be the best school year for the student. If there is insufficient information to determine the year level of the student but there is enough information to indicate that the student is suitable to be enrolled in Year 10, then the student’s remaining allocation will be 6 semesters (including Year 10). Where a student enrols at a state school having received education in another jurisdiction, the principal calculates the student’s remaining allocation considering all relevant matters.

Usually, decisions will be made based on the Queensland equivalent for that student's age, unless other information can be provided. So, for example, a student who has received education in another jurisdiction and has enrolled in Year 8 in a state school during January of a particular year will be determined to have previously accessed 16 semesters of education. This student’s remaining allocation will commence from the beginning of the semester in which the student enters school and they would normally be allocated 10 remaining semesters.

Decisions for students from overseas, particularly those who have received little or no formal education compared with their age peers, can be more complex. In some cases, a principal may place a student in Year 8 due to their age but allocate them more than 10 remaining semesters of state education based on their projected progress.

## ***Students undertaking a combination of studies***

Students enrolled in or attending secondary or special schools and undertaking a combination of studies – for example, vocational education and training subjects, TAFE courses or part-time school-based apprenticeship/traineeship arrangements – will generally be regarded as undertaking full-time education for the purposes of calculating semester allocation.