**Notice to student – application for internal review of principal’s decision on remaining allocation**

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

**Re: Application for internal review of a decision by principal of {insert name of school} regarding your initial remaining allocation of semesters**

I refer to your application dated {insert date} for an internal review of the decision made by {insert name and position title of the principal} concerning your initial remaining allocation of semesters.

The principal’s decision under s.61 of the *Education (General Provisions) Act 2006* (the Act) was that you have an initial remaining allocation of {insert number} semesters of state education.

**My review decision**

In accordance with s.392 of theAct*,* I have decided (choose one, delete the other) to confirm the principal’s original decision OR amend the principal’s original decision OR substitute another decision for the principal’s original decision.

Accordingly, my review decision means that you have an allocation of {insert number} semesters remaining.

**Material considered**

In making my decision, I considered the following material:

* Chapter 4, Part 2 of the Act.
* Departmental procedure: *Allocation of state education*.
* *Notice to student on enrolment – Principal’s preliminary view on initial remaining semester allocation* dated {insert date}.
* *Notice to student on enrolment – Principal’s decision on initial remaining semester allocation* dated {insert date}.
* Your application for review of the principal’s decision dated {insert date}.
* {List in separate dot points all other documents considered in making the decision, including, for example, any submission(s) made on the student’s behalf, OneSchool attendance records, report cards, previous school enrolment records (state/non-state/interstate/overseas/home education), certificates of achievement, any documents regarding age, ability and development of student (e.g. OneSchool student profile, IEPs etc.) and exemption from compulsory schooling/ participation documents.}

**Findings of fact**

On the basis of this material, I found that:

{Detail all relevant findings of fact below, including any responses to submission(s) made by the student or their parent in the dot points below. Note, for a decision on remaining allocation under s. 62 of the Act, all relevant matters must be considered and findings of fact made about all relevant matters in making the decision, including:

1. the age, ability, aptitude and development of the student
2. the need to take account and promote continuity of the student’s initial learning experiences
3. whether the enrolment is compulsory or non-compulsory; and
4. if the student’s initial enrolment is non-compulsory, the student’s initial commitment to complete a course of study (see s.62 of the Act).

Specific findings on each of these relevant matters should be set out in the findings of fact.

* Your date of birth is {insert date} (i.e. you are aged {insert age} years old).
* You are of compulsory schooling age.

**Reasons for my review decision**

I made my decision for the following reasons:

{Detail the reasons for the decision below. Each of the relevant matters that must be considered in making the decision should be addressed.}

**ONLY INCLUDE THE FOLLOWING SECTION ‘APPLICATION FOR EXTERNAL REVIEW’ IF REVIEW DECISION IS NOT THE DECISION SOUGHT BY THE APPLICANT – OTHERWISE DELETE THIS SECTION**

**Application for external review**

Under s. 394 of the Act, you may apply to the Queensland Civil and Administrative Tribunal for a review of my decision.

To apply for a review, fill out the “Application to review a decision” form which is available from, and may be lodged at:

* *In person:* Queensland Civil and Administrative Tribunal, Level 9, Bank of Queensland Building, 259 Queen Street, Brisbane QLD 4000, or at any local Magistrates court outside of the Brisbane CBD; or
* *By mail:* QCAT, GPO Box 1639, Brisbane 4001

The form is also available at www.qcat.qld.gov.au.

Applications must be accompanied by the prescribed application fee. The application must be lodged within 28 days of the day you were notified of the decision. You must lodge a copy of this notice with your application.

You may apply under s.22 of the *Queensland Civil and Administrative Tribunal Act 2009* for an order staying the operation of my decision. If you wish to apply for a stay, you will need to indicate this in the form in which you apply for a review of the decision.

Yours sincerely

{Insert full name}

**Regional Director**

{Insert name of region}

COPY:

School principal

Parent (if appropriate)