**Notice to student – decision on additional one or two semester/s**

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

**Re: Decision on application for additional semester/s of state education**

(Choose one – delete the other) I refer to your application dated {insert date} for additional semesters of state education at {insert school name} OR I refer to my preliminary view letter dated {insert date} concerning your application for additional semesters of state education at {insert school name}.

I am writing to inform you of my decision on your application.

**My decision**

In accordance with s.66 of the *Education (General Provisions) Act 2006* (the Act), I have decided (choose one, delete the other) to grant your request for an additional {one or two semester/s} of state education at {insert school name} effective from {insert date and year} OR not to grant you any additional semesters OR not to grant you an additional two semesters of state education at {insert school name}, but to grant you an additional one semester only effective from {insert date and year}.

**Material considered**

In arriving at my decision, I considered the following material:

* Chapter 4, Part 3 of the Act.
* Sections 9 and 231(b) of the Act.
* Schedule 1 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014.*
* Departmental procedure: *Allocation of state education.*
* Form *ASE-1 - Application for additional one or two semesters of state education* dated {insert date} submitted (choose one, delete the other) by you OR on your behalf by your parents.
* {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.}

You have already been provided with a copy of this material.

**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. Note that under s.66 of the Act, principals must consider all relevant matters in making the decision, including (for example) -

1. whether the student is of compulsory school age
2. the likely educational outcome of the student attending the school for the additional semester or semesters
3. the likely impact on the resources of the state school of the student attending the state school for the additional semester or semesters}
* You were previously enrolled in {insert name of previous school} from {insert date} to {insert date}.
* You have repeated {insert number} years of schooling.
* You have completed {insert number} of semesters/years of schooling interstate and/or overseas.
* You have missed {insert number} of semesters/years of schooling due to illness.
* You are {insert number} years old and (choose one – delete the other) of compulsory schooling age OR in the compulsory participation phase.

**Reasons for my decision**

I made my decision for the following reasons:

{Detail the reasons for the decision below.}

* You have been enrolled in school for {insert number} semesters.
* You have repeated {insert number} semesters.

**Review of my decision**

Under s.390 of the Act, you may apply to the regional director for a review of my decision.

Your application for review must be in writing (email is acceptable) and must be made **within 30 school days** after you were given this information notice. If you require more time to make your application you may request an extension of time from the regional director.

Your application should explain why you disagree with my decision and must be supported by enough information to enable the regional director to decide the application. Details of this process are attached for your information (attach *Information for students/parents – reviews against decisions on allocation of semesters of state education*).

Your application must be addressed to:

{insert name and title of regional director}

{insert mailing address}

Yours sincerely

{Insert name of principal}

**Principal**

{Insert name of school}

COPY:

Parent (if appropriate)

# Enc: [*Information for students/parents – reviews against decisions on allocation of semesters of state education*](https://ppr.mpe.qed.qld.gov.au/attachment/information-for-students-parents-reviews-against-decisions-on-allocation-of-semesters-of-state-education.docx)