**Notice to student – preliminary view on additional 5th or 6th semesters**

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

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

I refer to your application dated {insert date} for additional semesters of state education at {insert school name}.

You have previously been granted an additional four semesters of state education. You completed your additional semesters in {insert month and year}.

You have now applied for an additional {one semester OR two semesters} of state education at {insert school name}. For the purposes of considering your application, I am the chief executive’s delegate.

**My preliminary view**

In accordance with s.72 of the *Education (General Provisions) Act 2006* (the Act), I have formed the preliminary view that (choose one – delete the others) you should not be granted an additional {one semester OR two semesters} of state education at {insert school name} OR you should not be granted an additional two semesters of state education at {insert school name}, but rather you should be granted an additional one semester only (i.e. 5th additional semester).

**Material considered**

In forming my preliminary view, I considered the following materials:

* Chapter 4, Part 5 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-2 – Application for additional semesters (beyond two semesters)* 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, 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.}

A copy of the material outlined above is attached to this letter for your consideration. {NOTE: any personal information of other students (or the parents of other students) must be redacted from the materials before they are given to the student}

**Preliminary findings of fact**

On the basis of this material, my preliminary findings of fact are are as follows:

* {Detail all relevant findings of fact below. Note that under s.72 of the Act, the decision maker must consider and make findings of fact about all relevant matters in making the decision, including (for example):
  1. whether the student is of compulsory school age
  2. the likely education outcome of the student attending the school for the additional semester or semesters
  3. the likely impact on the resources of the school of the student attending the school for the additional semester or semesters.}
* Your date of birth is XXXX (i.e. you are XX years old).
* You were previously enrolled in {insert name of previous school} from {insert date} to {insert date}
* You 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 XX years old and {choose one – delete the other} of compulsory schooling age OR in the compulsory participation phase

**Reasons for my preliminary view**

I formed my preliminary view for the following reasons:

* {Detail the reasons for the preliminary view below.
  + You have been enrolled in school for {insert number} semesters
  + You have repeated {insert number} semesters

**This is not my final decision**. I invite you to consider my preliminary view and make any submission to me you consider necessary. Your submission should be made in writing (email is acceptable) and received by me **within 10 school days** of the date of this letter.

I will not make a final decision until the 10 school day period is exhausted. I will consider any written submission you make to me before the end of that time.

If I do not receive a submission from you within this time, I will proceed to make my decision based on the information presently in my possession.

Yours sincerely

{Insert name of regional director}

**Regional Director**

**{Insert name of region}**

COPY:

Parent (if appropriate)