{Insert date of letter}

{Name of applicant}

{Address line 1}

{Address line 2}

{CITY/TOWN/SUBURB} QLD 40XX

OR

{Email address if applicable}

Dear Mr/Mrs/Ms {insert last name of applicant}

**RE: ENROLMENT APPLICATION AT** {insert school name}

Thank you for your application to enrol {insert name of prospective student if applicant is applying on their behalf} at {insert name of school}.

I wish to advise that your application has not been accepted as {insert name of prospective student}/you does not/do not meet the eligibility criteria for enrolment at this school for the reason indicated below.

**INSERT ONE REASON FROM THE OPTIONS PROVIDED (SEE NEXT PAGE)**

If you wish to discuss this enrolment decision, you can contact {insert name and contact details of appropriate officer at school e.g. principal}. If you are not satisfied with the decision, I invite you to visit the following websites for further information about the complaints process available to you:

* Department of Education Complaints Management Framework at <https://qed.qld.gov.au/contact/customer-compliments-complaints>
* Queensland Ombudsman at [www.ombudsman.qld.gov.au](http://www.ombudsman.qld.gov.au).

Yours sincerely

{insert name of principal}

Principal

{insert name of school}

**REASONS FOR ENROLMENT APPLICATION NOT BEING ACCEPTED**

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**Mature age prospective student and school is not a mature age state school**

Section 155A of the *Education (General Provisions) Act 2006* provides:

*An adult, other than a student visa holder, is only eligible to apply for enrolment at a mature age state school or as a student in a program of distance education.*

As you are {insert applicant’s age (note – must be over 18 years and does not meet the exceptions outlined in the [Mature age student applications](https://ppr.mpe.qed.qld.gov.au/pp/mature-age-student-applications-procedure) procedure} years old, and {insert name of school} is not a mature age state school, I am not permitted to enrol you at this school.

You may apply for enrolment at a mature age state school or a school of distance education. A list of mature age state schools can be found on the Department of Education’s website at <https://education.qld.gov.au/careers/pathways/adult-learners/completing-high-school-education>.

Further information on options for adult learners is also available at <https://education.qld.gov.au/careers/pathways/adult-learners>.

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**Not of Prep-eligible age**

{Insert name of child} does not meet the age requirement for Prep enrolment. Your child was born on {insert birth date} and therefore will turn {insert age} during the proposed year of attendance.

Section 17 of the Education (General Provisions) Regulation 2017 does not permit me to enrol a child in the Prep Year where the child will not be five years of age by 30 June in the proposed year of attendance at school, namely {insert year of proposed attendance}.

If you would like to make an application for early entry to Prep, please contact {insert name and contact details of appropriate officer at school e.g. principal, deputy principal} who will be able to provide you with information and assistance.

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**Currently on a suspension**

The Department of Education’s records indicate that {insert name of child/young person} is presently subject to a suspension from a Queensland state school.

Section 329 of the *Education (General Provisions) Act 2006* provides:

*A student suspended from a state school under this part is not entitled to be enrolled at another state school during the period of the suspension unless the enrolment is approved by the chief executive.*

You have not provided evidence that your application for enrolment at this school has been approved by the Chief Executive of the Department of Education pursuant to s.329. Accordingly, {insert name of child/young person} is not entitled to be enrolled at {insert name of state school}.

You can re-apply for enrolment at the conclusion of the period of suspension or apply to the Chief Executive for approval to enrol.

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**Student has been excluded from certain state schools or all state schools in Queensland**

The Department of Education’s records indicate that {insert name of child/young person} has been excluded from certain or all state schools in Queensland.

Section 315 (2) of the *Education (General Provisions) Act 2006* provides:

*In each calendar year after the exclusion, the person may make a written submission to the chief executive about whether the exclusion should be revoked.*

Accordingly, {insert name of child/young person} is not eligible to be enrolled at {insert name of state school}.

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**Not an approved flexible arrangement**

The Department of Education records indicate that {insert name of child/young person} is still currently enrolled in {insert name of other school}.

A student may only be actively enrolled in, and attending, more than one school simultaneously if it is part of an approved flexible arrangement.

{Insert name of other school} has not provided me with a *Flexible arrangement with an alternative education provider plan* for consideration.

Further information on flexible arrangements can be found in the *Flexible arrangements involving an alternative education provider* procedure, which is available on the department’s website at [https://ppr.qed.qld.gov.au/pp/flexible-arrangements-involving-an-alternative-education-provider-procedure](https://ppr.mpe.qed.qld.gov.au/pp/flexible-arrangements-involving-an-alternative-education-provider-procedure).

If you would like {insert name of child/young person} to be enrolled in both schools at the same time, please discuss the option of a flexible arrangement with {insert name of other school} in the first instance.

Alternatively, if you wish for {insert name of child/young person} to be enrolled only at this school and for enrolment to end at their previous school, then please advise {insert name of other school} as soon as possible so that the enrolment application can be processed here.

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**Year level not offered at school**

Your application indicates that you are seeking to enrol {insert name of child/young person} in Year XX.

From the information you have provided on the application form and from the Department of Education records {if prospective student has existing record in OneSchool}, it would be appropriate for {insert name of child/young person} to be placed in Year X.

Unfortunately, {insert name of school} only offers year levels from X to X.

To search for information on schools which can offer the appropriate year level for {insert name of child/young person}, please see the Schools Directory on the Department of Education website at <https://schoolsdirectory.eq.edu.au/>.

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**No remaining semesters of state education**

All students attending Queensland state schools have an allocation of state education. This is the number of semesters of state education to which the student is entitled.

The basic allocation of state education is 26 semesters.

The Department of Education records indicate that {insert name of young person if not independent} has/you have exhausted their/your allocation of state education and does/do not have any remaining semesters. Accordingly, {insert name of young person if not independent}/you is/are not entitled to enrolment.

However, {insert name of young person if not independent}/you may apply for additional semesters of state education, using the application form available from the school. Further information is available in the *Allocation of state education* procedure on the department’s website at [https://ppr.qed.qld.gov.au/pp/allocation-of-state-education-procedure](https://ppr.mpe.qed.qld.gov.au/pp/allocation-of-state-education-procedure).

If additional semesters are approved, you may re-apply for enrolment OR your enrolment application will be processed.

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