[Letter from decision-maker to parent. The letter is emailed and posted.]

**Instructions**:

This letter is to be emailed to the person who applied for enrolment at the state special school. You will need to attach all of the information the decision-maker provided you and that was considered when the decision was made.

**Subject: Application for enrolment in [name of state special school] - [name of student]**

Dear [Parent(s) name]

Thank you for your [Application for student enrolment](https://ppr.mpe.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) to enrol [student name] in [name of state special school].

The Director-General has delegated decision-making on special school enrolments to me, for the purpose of sections 166 and 167 of the [*Education (General Provisions) Act 2006* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039) (the Act).

I have considered your application and the materials and information provided by you and departmental officers. To be eligible to enrol in a State special school, the prospective student must satisfy the following enrolment requirements as per s166 of the Act:

* + The prospective student is a ‘person with a disability’; and
	+ The special school is able to cater for the educational needs of the prospective student.

The [Special school eligibility (‘person with a disability’ criteria) policy](https://education.qld.gov.au/student/Documents/special-school-eligibility-policy.docx) sets out the criteria to be considered in deciding whether a person is a ‘person with a disability’ in accordance with s165 (2) of the Act.

The [Special school eligibility (‘person with a disability’ criteria) policy](https://education.qld.gov.au/student/Documents/special-school-eligibility-policy.docx) provides that the prospective student **must meet the following criteria**:

1. the person has a disability as defined by the [*Disability Discrimination Act 1992*](https://www.legislation.gov.au/Series/C2004A04426) (DDA); and
2. the person has a *severe disability* which includes an *intellectual disability;* and
3. the person is unlikely to attain the levels of development of which the person is capable unless the person receives special education; and
4. the person’s educational program is best delivered in a special school taking into account the appropriateness of this placement for the individual concerned.

It is apparent from the material before me that there is insufficient information for me to form a view as to whether or not [student name] satisfies criterion 2. This information will not be available until [student name] has been verified in accordance with the Department of Education’s Education Adjustment Program (EAP) as having an intellectual disability.

Given this, the decision making process continues and will remain in progress, but unfinalised, to enable the EAP verification process in the category of intellectual disability to occur.

Once the EAP process is finalised, I will consider the outcome and provide you with my decision.

Temporary attendance

As EAP verification may take some time, in the meantime I would like to offer [student name] temporary attendance in [name of state special school] for up to 10 months.

Please note that temporary attendance does not amount to enrolment. However, while [student name] is attending the state special school through a temporary attendance arrangement you will be meeting your legal obligations to enrol your child at a school.

Temporary attendance will start on the date indicated in the signed [Temporary attendance in a state special school - Registration and agreement](https://ppr.mpe.qed.qld.gov.au/attachment/temporary-attendance-in-a-state-special-school-registration-and-agreement.docx) (the agreement). Your child will be able to attend school from this date.

Temporary attendance will end when either a final decision is made regarding enrolment in the state special school or the special school principal advises you that temporary attendance has ended.

Please note the special school principal may suspend or terminate temporary attendance on the same basis as if [student name] was enrolled in the school.

Next steps

Please contact the principal of [name of state special school] within 10 school days of receiving this offer and complete a [Temporary attendance in a state special school - Registration and agreement](https://ppr.mpe.qed.qld.gov.au/attachment/temporary-attendance-in-a-state-special-school-registration-and-agreement.docx). The principal can be contacted by [insert contact details].

If you do not contact the principal within 10 school days and sign the agreement, we will consider that you have refused the offer of temporary attendance. If in the circumstances you do not otherwise make arrangements for participation in the EAP program, I will proceed to make my decision based on the material presently before me.

While the agreement must be signed within 10 school days, the temporary attendance commencement date may differ from the date the agreement is signed. The commencement date must be noted in the signed agreement.

The principal will notify me when the EAP verification process has been finalised. I will then make a decision regarding the enrolment application.

Thank you again for your application for enrolment in [name of state special school]. I will provide you with my final decision once the principal advises me of the EAP verification outcome.

Yours sincerely

[Decision-maker’s name]

[Decision-maker’s position]

Enc:

[Application for student enrolment form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf)

[State special school enrolment parent consent and information form](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-parent-consent-and-information-form.docx)

[Enrolment application principal referral form](https://ppr.qed.qld.gov.au/attachment/enrolment-application-principal-referral-form.docx)

Evidence and information considered by the decision-maker (OPTIONAL)