[Email from decision-maker to special school principal]

INSTRUCTIONS:

This email is from the officer who is responsible for making the decision but is pending their final decision and advising the special school principal of their offer of temporary attendance

Email: principal@ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Special school enrolment application – [student name]**

Dear [principal name]

Thank you for referring the application to enrol [student name] in [name of state special school].

I am the Chief Executive’s delegated decision-maker for the purpose of deciding whether the enrolment requirements as set out in section 166(1) of the [*Education (General Provisions) Act 2006*](https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039) (Qld) (the Act) are satisfied.

I note your recommendation that I commence the decision-making process but offer temporary attendance for up to 10 months to enable the prospective student to be Education Adjustment Program (EAP) verification in the category intellectual disability.

I have considered the [Application for student enrolment](https://ppr.mpe.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) and all evidence and materials provided and have decided that I cannot finalise my decision until [student name] is verified through the EAP in the category of intellectual disability. I have made this decision because:

* all other requirements of the Act, including criteria outlined in the [Special school eligibility (“person with disability” criteria)policy](https://education.qld.gov.au/student/Documents/special-school-eligibility-policy.docx)(the policy), are considered met at this time; and
* the prospective student is likely to be EAP verified in the category of intellectual disability within 10 months.

For the same reasons I have also decided to offer temporary attendance in [name of state special school] for a maximum of 10 months to enable EAP verification to be finalised.

Please note that temporary attendance does not amount to enrolment. However, while a student is on temporary attendance, the prospective student’s parent/s will be considered to have met their legal obligations to ensure that their child is enrolled at a school.

Terminating or suspending temporary attendance

As the principal of [name of state special school] you can suspend or terminate temporary attendance at any time, if you form a view that there are grounds for the suspension or termination equivalent to the grounds for suspension or exclusion by school principals in the Act.

Temporary attendance will also be terminated if the EAP verification process is finalised and I (or another relevant delegated decision-maker) make a final decision regarding the prospective student’s application for enrolment under section 166 or 167 of the Act.

Next steps

I have written to the applicant/s to advise them of my decision and offered them temporary attendance for up to 10 months to enable EAP verification to occur. I have asked them to contact you within 10 school days to 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 agreement). 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.

Please advise me if the applicant/s do not contact you within 10 school days or refuse temporary attendance offer by providing a completed [Education Adjustment Program (EAP) outcome (temporary attendance finalisation)](https://ppr.mpe.qed.qld.gov.au/attachment/education-adjustment-program-eap-outcome-temporary-attendance-finalisation-form.docx) (EAP outcome). I will make my final decision once I have received this.

I would also appreciate if you could ensure that a completed EAP verification request in the category of intellectual disability is submitted to the EAP team as soon as possible for processing.

Once you are advised of the EAP outcome or when temporary attendance ends, whichever occurs first, please complete the [EAP outcome](https://ppr.mpe.qed.qld.gov.au/attachment/education-adjustment-program-eap-outcome-temporary-attendance-finalisation-form.docx), outlining the verification outcome, and indicating whether you are still satisfied that all enrolment requirements are met.

Please send the completed [EAP outcome](https://ppr.mpe.qed.qld.gov.au/attachment/education-adjustment-program-eap-outcome-temporary-attendance-finalisation-form.docx)to [insert relevant contact details].

If temporary attendance ends and [student name] is not yet enrolled in the school, [student name]’s parent/s will need to enrol [student name] in another school.

Please do not hesitate to contact me if you have any questions.

Regards

[Decision-maker’s name]

[Decision-maker’s position]