{Insert name of applicant}

{Insert address}

{Insert date of notice}

Dear {insert name of applicant}

**Re: Referral of application to enrol**

I am writing to inform you that in accordance with Section 156(2) of the *Education (General Provisions) Act 2006* (Qld) (the Act) {your application to enrol/your application to enrol (insert name of prospective student)} at {insert name of school} has been referred to the Director-General of the Department of Education for consideration under Chapters 8 and 12 of the Act.

This referral is due to my belief that {your/ (insert name of prospective student)} enrolment at {insert name of school} poses an unacceptable risk to the safety or wellbeing of members of the school community.

I have formed this position based upon the following information:

* {Insert details of the relevant information}
* {For mature age individuals with criminal history, list the charges of concern and the date/s of the offence/s}

{You/insert name of prospective student} will not be able to enrol at or attend {insert name of school} until the Director-General, or their delegate, has made a decision about {your/ (insert name of prospective student)} enrolment. The Director-General (or delegate) will communicate with you in the near future about consideration of my referral, including providing you with an opportunity to make a submission.

If the Director-General (or delegate) decides that {your/(insert name of prospective student)} enrolment would not pose an unacceptable risk to the safety or wellbeing of members of the school community, you will be informed as soon as is practicable of this decision, and {you/ (insert name of prospective student)} your enrolment application will be processed in accordance with the law.

If the Director-General (or delegate) forms the preliminary view that {your/ (insert name of prospective student)} enrolment would pose an unacceptable risk to the safety or wellbeing of members of the school community, you will be informed of the Director-General’s (or delegate’s) intention to refuse {your/ (insert name of prospective student)} enrolment at {insert name of school}.

Please note that in accordance with Section 306 of the Act, the Director-General (or delegate) also has the power to exclude you from certain state schools or all state schools in Queensland if you are considered an unacceptable risk to the safety or wellbeing of the students or staff of other state schools. If this is the case the Director-General (or delegate) will communicate with you directly about a separate process to be followed to make a decision in this respect.

{Delete paragraph if this is a mature age enrolment} You will be contacted shortly by a Regional Case Manager to discuss how {you/insert name of prospective student} will be assisted to continue {your/their} education while the application for enrolment is considered.

Yours sincerely

{Insert name of principal}

**Principal**

{Insert name of school}

cc: Regional Director

Enc: Attachment 1: Applicant flowchart - refusal to enrol

**Attachment 1: Applicant flowchart - refusal to enrol**

