**REGIONAL DIRECTOR’S REFERRAL RE APPLICATION FOR ENROLMENT OF {INSERT NAME OF PROSPECTIVE STUDENT} AT {INSERT NAME OF SCHOOL}: POTENTIAL UNACCEPTABLE RISK TO SAFETY OR WELLBEING OF MEMBERS OF THE {INSERT NAME OF SCHOOL} COMMUNITY**

I have considered {insert name of principal}’s advice regarding the prospective enrolment of {insert name of applicant} at {insert name of school}.

{Delete paragraph is this is a mature age enrolment} I have appointed {insert name of Regional Case Manager} as Regional Case Manager to provide support pending enrolment decision.

After deliberating on the facts and circumstances related to the prospective enrolment of {insert name of prospective student}, I:

[ ]  support that the prospective student be refused enrolment at {insert name of school};

[ ]  support that the prospective student be excluded from the following state schools:

* + {insert names of state schools from which you recommend prospective student be excluded}

[ ]  support that the prospective student be excluded from all Queensland state schools (except schools of distance education); or

[ ]  do not support that the prospective student be refused enrolment at {insert name of school}.

I have made this decision for the following reasons:

* {Insert reasons}
* {For mature age individuals delete/add/amend as relevant}

Yours sincerely

{Insert name of Regional Director}

**Regional Director**

{Insert name of region}

{Insert date}

Enc: Copy of {insert name of prospective student}’s application for enrolment form for {insert name of school}.

 {Any documentation that provides evidence in support of claims made in respect to prospective student, including mature age prospective students, criminal history}.