

<Attachment E to EDOC2016/7183 – Vetting entity letter template to principal – Notice of no convictions>

Executive Director Schools <North or South>

Street Address
Postal address GPO Box 4821
DARWIN NT 0801
Tel (08) xxx xxxx
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name.surname@nt.gov.au

Our ref DOC2012/xxxxx
2012/xxxx

<Mr Joe Person
Principal
Name of school
43 Urban Street
PEOPLESVILLE NT 0820>

Dear <Mr Person>

RE: Mature age student enrolment application – Notice of no convictions for - <insert name of applicant>

Thank you for <insert name of applicant>'s application to enrol as mature age student at your school.

My review of their application and criminal record report indicates that <insert name of applicant> has no convictions for a disqualifying offence under Schedule 1 of the Education Regulations. I am therefore sending their application to you for your consideration according to the requirements of the department guidelines for *Criminal history checks for prospective mature age students*.

Under the *Education Act*, you must also concurrently consider, if applicable, an application for additional semesters of Government school education.

Please note that you must decide whether to grant or refuse <insert name of applicant>'s enrolment application within 14 days after receiving it and then give them a written notice of your decision.

If you decide to refuse the enrolment application you should advise <insert name of applicant> about alternative educational options and that they may seek a review of your decision by the department's Chief Executive. The applicant must submit a completed *Request to review* form within 14 days after the day that they receive notice of your refusal of their enrolment application. Note that the Chief Executive may extend the time allowed for the applicant to make a review application.

Yours sincerely

<insert sender's name>

Executive Director Schools <North or South>