



Russell Drysdale Street East Gosford
PO Box 4041 East Gosford NSW 2250
Telephone: (02) 4324 4022
Facsimile: (02) 4323 3512
Email: sjcc@dbb.catholic.edu.au
www.sjcc.nsw.edu.au
ABN: 93 041 953 582

25th January 2017

Dear Parents,

Welcome to the St Joseph's Catholic College community. I want to offer you the full support of the college during the enrolment period. Enrolment at St Joseph's Catholic College is based on the '**Enrolment Policy for Diocesan Systemic Schools: Diocese of Broken Bay**'. This policy sets out principles and priorities for enrolment in Diocesan Systemic Schools. It is addressed to school enrolment committees and to families seeking enrolment.

This policy seeks to develop a fruitful relationship between the local Catholic parish and school community and those families seeking enrolment. It calls parish, school and family to a closer bond of joint accountability for faith development and excellence in education for children. It emphasizes the openness of the Catholic school system of Broken Bay to the children of all Catholic families. The policy encourages the local Catholic community, under the leadership of the Parish Priest and Principal, to look upon the time of enrolment as a potential occasion for ongoing evangelisation. The policy calls upon parents to examine their present faith commitment, to develop their role as prime educators of their children in faith.

The college enrolment committee assists the Parish Priest and Principal to implement this policy.

Priority in enrolment will be given (in the following order) to:

- Children whose Catholic families are known and involved members of the parish.
- Children whose Catholic families express through the enrolment process an intention to commit to Catholic discipleship and the worshipping community of the parish.
- Children whose Catholic families express an understanding of and commitment to the educational and religious life of the school.
- Children whose families of other Christian traditions are known and involved members of their worshipping community and express an understanding of and commitment to the educational and religious life of the school.
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Please see over for "What I need to do"

What do I need to do?

1. Read through all the documentation provided in the application package.
2. Ensure you have read through the 'Enrolment Policy for Diocesan Systemic Schools: Diocese of Broken Bay', which can be found on the Catholic Schools Office website: www.csodbb.catholic.edu.au
3. Complete the Enrolment Form, providing all stated details. You must enclose with your application copies of your daughter's
 - **Year 5 report,**
 - **her Year 5 NAPLAN results,**
 - **a copy of her Birth Certificate, and**
 - **a copy of her immunisation record as outlined in the application form.**** Also, relevant, copies of court orders, medical reports and learning support needs.*
4. **Ensure that the Enrolment Form is signed, in particular the form: *Statement of Understanding*.**
5. Forward your completed application with the enrolment deposit of \$80.00 to the College Registrar; PO Box 4041, East Gosford NSW, 2250 – no later than Friday 28 April 2017.
6. All applicants will be required to attend an interview in May (Mon 8th – Wed 10th), 2017. Times will be scheduled between 8.30am-3.00pm. Limited evening appointments will also be available.
7. All applications will then be presented to the enrolment committee.
8. Successful applicants will be notified by mail early in June. On receipt of your letter offering enrolment, please complete the acceptance form and return it with your \$250.00 non-refundable deposit to hold your daughter's place for the coming year.
9. At any time through the application process if you decide to withdraw your daughter's application please contact the Enrolment Registrar on 4324 4022 and inform her of this.

Open Afternoon/Information Sessions

St Joseph's Catholic College will host a Year 7, 2018 Open Afternoon and Information Sessions on Monday 6th March 2017. Tours of the college will commence at 3.45pm and depart from the front foyer of the college, please refer to the schedule below.

3.45pm	Tours of the school, faculty displays and presentations
5.00pm	Presentation by the Principal
5.30pm	Tours of the school, faculty displays and presentations
6.45pm	Presentation by the Principal

Application packs may be downloaded from the college website – www.sjcc.nsw.edu.au

If you require any assistance during the enrolment process, please do not hesitate to contact the college Registrar, Mrs Bernadette Lee. I look forward to meeting with you over the coming months.

Yours sincerely,

Tony McCudden
Principal