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.
- Children whose families express an understanding of and commitment to the educational and religious life of the school.

*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.csodbh.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 and
   - a copy of her Birth Certificate, as outlined in the application form.

* Also, if 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 the completed document with the enrolment deposit of $80.00 to the College Registrar; PO Box 4041, East Gosford NSW, 2250 - by 17th May 2013.

6. All applicants will be required to attend an interview in the week commencing 3rd June, 2013. Times will be scheduled between 8.30am-4.30pm, with some evening appointments also available.

7. All applications will then be presented to the enrolment committee.

8. Successful applicants will be notified by mail in the first week of July. 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. As a courtesy I would ask that you inform us should you be withdrawing your daughter’s application at any time through the process. In this instance please contact the Enrolment Registrar.

Open Afternoon/Information Sessions

St. Joseph’s Catholic College will host a Year 7, 2014 Open Afternoon and Information Sessions on Tuesday 12th March 2013. 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
7.00pm 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 faithfully,

[Signature]

Stephen M. Walsh
Principal