Introduction Letter

Application to enrol in a Catholic Systemic School, Diocese of Broken Bay

Thank you for seeking to enrol your child in a Catholic school. Your application is welcomed.

Enrolment is an important milestone for your child and your family. It is part of a process aimed at building a fruitful relationship between your local Catholic parish, the school community and your family.

The process of enrolment requires you to complete the attached enrolment form. In order to provide a safe and nurturing environment in which your child will flourish, the school needs an accurate profile of your child. This information assists them to plan to meet any particular needs he or she may have. The information you provide also enables the school to take action that safely supports students and contributes to an environment in which your child, other students and staff are safe. Some of the information required is of a personal and sensitive nature and is required for the purposes of mandatory reporting to the Government.

Be assured that your privacy will be respected. Please read the Standard Collection Notice on the back of the Enrolment Form.

In due course you will be invited to attend a meeting with representatives from the school and parish. This is an opportunity for you to meet leaders of the local community, to discuss the needs of your child and to share understandings about Catholic Education. Please bring the original documents listed on Page 7 to the meeting.

An enrolment committee will process all applications. In the event that there are more applications than available places, this committee will use the Enrolment Policy for Catholic Systemic Schools to determine priorities for acceptance. Should these circumstances arise the enrolment committee will help you explore an alternative placement in a neighbouring Catholic school.

The full text of the Enrolment Policy can be accessed via the CSO website at http://www.cso.brokenbay.catholic.edu.au/resources/polproc.html

Please do not purchase items such as uniforms until you receive written confirmation of your child’s enrolment from the school.