Holy Cross
CATHOLIC PRIMARY SCHOOL
Victory through the Cross

Dear Parents

The community of Holy Cross Catholic School, Kincumber welcomes your application for enrolment.

The procedure for enrolment application is:-

1. Obtain Enrolment Package from the school.
2. Complete and return Enrolment Form, Student Enrolment Information Form as well as provide appropriate certificates listed below together with the $60.00 (per family) non-refundable Enrolment Administration Fee.
3. Fr Paul Finucane, our Parish Priest, would like to welcome all new parents to the Holy Cross Community and asks that you contact the Parish Office on 4369 1211 to make an appointment to see him. The Parish Priest's Reference Form is to be given to Fr. Paul when attending this appointment.
4. All Parents will have an interview with a member of the School Executive Team. It is preferable that both parents (if applicable) attend.
5. Processing the applications will be done by the enrolment committee, followed by the mailing of notification letters to the parents.
6. Acceptance of Enrolment Form to be returned to the school.

Each enrolment is processed by the Enrolment Committee which consists of the School Leadership Team. The Committee bases its decision on the Enrolment Policy for Diocesan Schools. This application for enrolment does not guarantee official admission.

Essential requirements to be attached to this application for enrolment and forwarded to the school without delay are (please provide copies):

1. Birth Certificate – original Certificate to be sighted.
2. Baptism Certificate – original Certificate to be sighted.
3. Immunisation Certificate – original Certificate to be sighted.
4. Copies of recent reports.

We have included in this package:

- Enrolment Form
- Parish Priest Reference Form
- Student Enrolment Information Form
- General Information Sheet
- Privacy Regulations Standard Collection Notice (back page of Enrolment Form)

Thank you for your co-operation in the enrolment process for school entry.

Yours sincerely

C. S. McNee

Mr Craig McNee
Principal

educate welcome nurture disciples partnership

37 Kincumber Street, Kincumber NSW 2251 Tel: (02) 4369 6638 Fax: (02) 4369 5742
www.hckdbb.catholic.edu.au Email: hck@dbb.catholic.edu.au