St Joseph’s is a Catholic community promoting excellence in education, and living the ideals of Strength and Kindliness in the tradition of the Brigidine Sisters.

Vision:
St. Joseph’s Primary School is committed to:

- Giving witness to the Catholic faith and honouring the Brigidine charism.
- Ensuring all children feel safe and are safe, all of the time.
- Treating each individual with respect and dignity.
- Providing excellent teaching and learning opportunities allowing all to celebrate gifts and talents.
- Ensuring a safe and nurturing learning environment.
- Developing strong partnerships with Parish, family, school, wider community and the natural environment.

St Joseph’s is open to all families who share our values. Genuine financial hardship is never a reason not to attend St Joseph’s Primary School. Catholic schools have a particular responsibility to welcome, accept and support those in most need. All families looking for the education St Joseph’s has to offer are welcomed to the community. Parents enrolling students at St. Joseph’s undertake that the nature, life and identity of our school will be supported and respected. St Joseph’s seeks to actively engage families and carers as partners in their child’s education process and the life of the school in an atmosphere of co-responsibility and co-accountability.

A Catholic school has a particular responsibility to provide access to children baptized in the Catholic faith. St Joseph’s respects the traditions of other faiths. Students with Disabilities and Impairments will be enrolled along with all other eligible children. The enrolment of students with special needs should be considered in the light of the relevant laws and the policies, guidelines and protocols of the Catholic Education Commission of Victoria and the Sandhurst School Education Board.
Beliefs:
We firmly believe that-
*all families seeking an Education at St Joseph’s for their child are welcomed.
*parents and staff share the privilege of working together to provide this Education.
*parents need to know and support:-
the Catholicity of our school,
our Vision Statement, Identity Statement and Graduate Outcome Statements,
current school policy documents.

Goals:
*providing enrolment to all who seek an education within our school.
*seeing no child is disadvantaged because of financial circumstances.
* seeing no child is disadvantaged because of a disability.
*accepting that a child's intellectual or physical capacity will not be an issue but that our school's capacity to meet the child's best interest must be well considered.
*working within class size guidelines as outlined by CEO and current Industrial Agreement.

Procedures:
St Joseph’s will establish an Enrolment Panel, when needed, to determine which students will be offered enrolment in accord with the school’s Enrolment Policy. If the need arises, the Panel will also establish a waiting list with a priority order. The Enrolment Panel would include; the Principal, a member of the school’s governance body, the Parish Priest/Canonical Administrator, the Registrar/Administration Officer. Other school personnel could also be appointed to the Panel by the principal.
Non-Catholic children will be considered for enrolment provided it does not result in the exclusion of a Catholic child. Once enrolled, the students become full participants in the School community with the same rights and responsibilities as all other members.
In the case of there being insufficient places for all new enrolments, Catholic students will have their enrolment confirmed at the time of interview with the Principal. Other students’ names will be kept on a waiting list and accepted in the following order:
Siblings of non-Catholic children already enrolled at St. Joseph’s school;
-Catholic children transferring from other Catholic schools;
Children from non-Catholic families who support the Catholic ethos of St. Joseph’s school.

Preps are required to turn five by April.
1. On inquiry about enrolling at St Joseph’s Primary School, an Information package is presented to parents and an interview time is made.
2. At interview parents/caregivers are made aware of the school procedures and policies. A tour of the school (preferably when children are in class, to get a feel for the school.) Any specific questions are asked during the tour or in the interview.
3. Enrolment forms can be submitted at this stage.(Enrolment forms can be downloaded from the website.)
4. Acceptance of Enrolment will be acknowledged via a phone call.
5. Transition Days are organised with the kindergartens, and parents/caregivers of new Prep children are sent the dates with the above acceptance letter. Dates are also on the school website.
6. Open day to be held in August, along with a meeting allowing parents/caregivers an opportunity to become more familiar with the programs etc and an opportunity to ask any further questions.
7. Transition and orientation days.
8. Buddies (grade five students) write to their prep buddies in December.
9. When enrolling students whose previous school was interstate, schools must use the protocols of
the Interstate Student Data Transfer Note as it is a mandatory requirement of the Australian Government.

10. Students wishing to transfer from another local school, the protocol between schools is to discuss the reasons for the change and before the decision to change school, parents are requested to try and resolve the issues at the current school of enrolment.

11. Local pastoral discretion is an important element of decision making with regard to enrolment.

12. Full fee paying overseas students may only be enrolled in at St Joseph’s after the needs of ‘local’ students who are eligible for enrolment have been met.

To be reviewed in the year of whole school review.