



IL-KNISJA F'MALTA

SEGRETARJAT GĦALL-EDUKAZZJONI NISRANIJA

Arċidjoċesi ta' Malta

Regulations for Admission into Church Schools, Malta Kindergarten 1 2019-2020 Applicants born in 2016

ADMISSIONS CRITERIA

1. CRITERIA 1:

a. Children from Church Homes.

- b. **Church School Employees or Employees of the Secretariat for Catholic Education may register their children in the same school where the parent works**, or in a school of the same religious entity. Reference to this criterion will hereafter be **“children of employees in the same school”**.

Employees of the Secretariat for Catholic Education, who may register their children in the same school where they work, are the Curriculum Heads of Departments who teach at a particular school three times a week.

The parent should at least have been in post for one year from the beginning of the next scholastic year and has to still be *full-time* employed with the school at the beginning of the next scholastic year. This is not applicable to those employed long-term on *Full-Time Reduced Hours*.

Children of employees at the following schools may be registered in the same school where the parent works, or in a school of the same religious entity:

Boys and Girls: St. Angela Lija, Sliema, Msida, Rabat, Żabbar; St. Francis B’Kara, Cospicua, Imsida, Luqa, San Ġwann, St. Paul’s Bay, Siġġiewi and Sliema; Theresa Nuzzo Hamrun and Marsa.

- c. **Children whose siblings are attending a Church School during scholastic year 2018-2019 may be registered in the same school as their sibling/s or in a school of the same religious entity.**

The use of the word Sibling stands for children who are residing in the same house and form part of the same family. This also applies to other siblings when they live with the family for a number of days. In such cases, one is to present the relevant documents. The siblings’ criterion includes the children adopted or in foster care by the family, as siblings within the same family. The Siblings Criterion may also apply in other years if there are vacancies.

- d. **Children attending a Church School who wish to be transferred to another Church School** of the same religious entity. This criterion is not applicable at this level of entry as applicants would not be attending a Church School.

- e. **Exemption from Regular Attendance in case family is abroad for serious reasons.** The admission of children who were exempted from attending the Church School they were registered in as their parents were going to be abroad for a serious reason. These children attend the school chosen during the process of entry of the previous year.

- 1.1 Criteria 1a–1e are hierarchically structured: children from Church Homes are admitted first, then children of employees in the same school, and then siblings.

- 1.2 Applicants under Criteria 1a-1c will be accepted if the number of applications is not greater than the vacant places in the relevant school/s. If the number of applicants is greater, children from Church Homes are admitted first, followed by children of employees in the same school, then the applicants whose siblings are going to be in the same Kinder school, and then applicants whose siblings are going to be in a school of the same religious entity. A ballot takes place amongst the applicants of a group when the number of applicants in that group is greater than the number of places. Applicants under the

Siblings Criterion may choose another school of the same religious entity when there is no place in the other sibling's school. Others participate in the Choice of School Ballot.

- 1.3 For the sake of transparency, the lists of names and criteria of applicants by school are published on www.thechurchinmalta.org
- 1.4 During the Choice of School process a vacancy may arise in a school for which applicants under Criteria 1a-1c had not been awarded a place. In this case, such a vacancy will be offered according to the criteria hierarchy and relevant rank order resulting from the relevant ballot. If a vacancy arises for which one of Criteria 1a-1c may be applied, this takes precedence even over the General *Waiting List*.

2. CRITERIA 2 – SERIOUS CASES:

A number of children needing the assistance of an L.S.E., children considered as social cases and refugee cases are accepted.

- 2.1 The Regulations that govern admission in Church Schools of Serious Cases and of children who themselves or their parents sought asylum when they came to Malta, are being published as separate documents, entitled: *Regulations for Admission into Church Schools, Malta 2019-2020 – Serious Cases* and *Church Schools Entry 2019-2020 Regulations for Asylum Seekers*, respectively. The Regulations for Serious Cases and for Asylum Seekers form part of these same Regulations. These documents are available on www.thechurchinmalta.org
- 2.2 The Regulations provide for the entry of:
- **Serious cases of Criteria 1** i.e. Serious cases of children from Church Homes, children of employees in the same school, siblings, transfers, exempted from attendance, children from Church Schools without Continuity, and children of employees in another school.
 - **Serious cases of Criteria 3** i.e. Serious cases of Other Applicants.
- 2.3 **Children who need the assistance of an L.S.E.** – This Criterion includes children who:
- are statemented and need the assistance of a Learning Support Educator (L.S.E.) or similar, and for whom the schools can provide an individualised educational programme (IEP).
 - have started or are about to start the statementing process at the Statementing Moderating Panel or at the C.D.A.U.
 - have or will have certification from an educational psychologist or similar, which can lead to the assistance of an L.S.E. or similar.
 - are applying for entry in kinder one and whose autism screening resulted in the possible requirement of L.S.E. support.

Relevant documents are to be submitted with the application.

- 2.4 Children who already have a statement of needs and who by application day have requested its review or appealed the Statementing Board's decision must apply as a Serious Case. The Commission of Serious Cases studies and takes decisions regarding such cases.
- 2.5 A request may be presented to the Admissions Board when an applicant with a statement and supported by an L.S.E. has registered progress and the parents, the school and the psychologist deem that he may advance without assistance even when the process at the Statementing Board to terminate the support has not yet been completed. The Admissions Board is to receive all relevant documentation so that it will be able to determine if the application is to proceed in mainstream or as a serious case.
- 2.6 Applications in mainstream have to be filled for children with a statement of needs reading '*Learner's needs to be met by Class Teacher*'. The application is to include the Statementing document issued by the Statementing Moderating Panel and the most recent psycho-educational report.
- 2.7 Applicants who fail to apply as indicated above and are registered in a Church School, will lose their right of enrollment in the Church School.

- 2.8 Social Cases.** The category does not cover cases which are presented with only one of the following reasons: children of unmarried mothers; separation in marriage; adoption; fostering. Children under *Care Order* fall in this category. Also see Criteria 1c regarding adopted and fostered children.
- 2.9 Asylum seekers.** Children who themselves or their parents sought asylum when they came to Malta. A small number of places in Church Schools is being allocated to these children.
- 2.10** Asylum seekers who need the assistance of an L.S.E. as described in Para. 2.3 must apply according to the Regulations for Serious Cases as Other Applicants or according to the case itself.
- 2.11** Applicants for whom an application was not originally filled as a Serious Case, but result as requiring the support of an L.S.E., will be placed in the relevant category of applicants and a ballot will be drawn as explained hereafter. Two groups of numbers will be presented: one group with numbers from 0 to 9, and another group with numbers from 0 to the number of tens of applicants. These two groups of numbers represent the units and the tens. A number is drawn from each group. The two numbers that are drawn will make up the applicant's number. It is probable that another applicant will already have the same number. If it evolves that these two applicants are in the chance of choosing a place and only one place is available, a ballot will be drawn for them to determine who will be awarded the place in question. This process does not cancel the choices already made.

3. CRITERIA 3 – OTHER APPLICANTS

- 3.1** Amongst Other Applicants there may be siblings who are applying for the same year of entry (twins) or other years of entry. If the elder sibling or one of the twins is awarded a place, the younger sibling will also be awarded a place as per Siblings criterion, if a vacant place is available.

This also applies to Serious Cases if the possibility exists. Serious Case applicants of Criteria 1 are enrolled first. If the School has a vacant place for Shared L.S.E. and the applicant requires a Full- Time L.S.E., the School would be unable to accept the applicant in that particular case.

On the Application Form, each sibling must declare who the other sibling is and which Year of Admission the latter is applying for. If this requirement is not adhered to, the Criterion for Siblings will not apply. This also applies for Girls.

4. APPLICANTS' YEAR OF BIRTH – Eligible applicants have to be born in 2016.

The Board will consider requests for exemptions from this Regulation in the light of specific reasons, including cases where applicants would have repeated a year. These requests, together with relevant documents and other information requested by the Board, are to be addressed in writing to the Church Schools Admissions Board as indicated in Para. 19, not later than fifteen days from application dates. The Church Schools Admissions Board decides if the exemption request should be granted.

5. THE SCHOOLS WHICH ACCEPT CHILDREN IN KINDER ONE ARE:

SCHOOLS BOYS AND GIRLS:	Locality	Boys		Girls	
		Mainstream Places	Serious Cases	Mainstream Places	Serious Cases
St. Angela	Msida	5	1	7	0
St. Angela	Rabat	11	2	12	1
St. Angela	Żabbar	6	1	5	1
St. Francis	Birkirkara	12	1	12	1
St. Francis	San Ġwann	1	1	11	0
St. Francis	St. Paul's Bay	2	1	10	0
Theresa Nuzzo	Hamrun	11	2	12	1
Total Boys and Girls		48	9	69	4

- 5.1 If necessary, the number of boys or girls may vary but not the total number of entrants. St. Angela Kinders reserve the right to admit children who may be residing in the same Church Home before the beginning of the scholastic year.
- 5.2 The objective of Church Schools is to impart a civic and Christian education to children according to the ideals of the Catholic Church as expressed in the Church Documents on Christian Education. Church Schools offer the teaching of the Catholic Religion, which includes Catholic Ethics. These Schools will not offer an alternative subject to the teaching of the Catholic Religion.
- 5.3 The total of serious cases includes children who need the assistance of an L.S.E., Social Cases and Asylum Seekers. If necessary the number of places offered in mainstream and for serious cases might vary but the total number of places offered would not be less than the published amount.

6. DOCUMENTATION REQUIRED:

- a. Catholics are to present the Baptism Certificate.
- b. Abstract of the Birth Certificate from the Public Registry.
- ċ. Presentation of ID Card of the mother and/or father. A photocopy of ID Cards is not required.
- d. 1 passport-size photo of the applicant.
- e. The Declaration re Data Protection and Privacy signed by the parents or guardians. This Declaration may be downloaded from www.thechurchinmalta.org
- f. The Declaration filled by the Head of School – The Programme of Education Declaration. This Declaration may be downloaded from www.thechurchinmalta.org
- ġ. The filling of the application by one parent, or a representative of the parents, indicates that the parents agree about the application.
The signature of both parents on the application form is necessary when the Courts have decided that the care and custody is joint and when both parents have legal rights re the education of their children. In such cases the relative legal document is to be presented.
The application is invalid if one parent disagrees or is uninformed and has not given his/ her consent.
- g. Separated parents should present the most recent document that defines the children's custody and educational responsibility.

Besides the documents listed in Para. 6a-ġ, the following documents per criterion are also required:

gĥ. If applying according to the Criterion for Children from Church Homes:

A Declaration on the appropriate form signed by the Director of the Home to show that the child is a resident in the Church Home. This Declaration is to be made on the same day of the application. The preferred choice of school is also to be indicated.

The Declaration may be downloaded from www.thechurchinmalta.org

h. If applying according to the Siblings Criterion:

- i. The Birth Certificate from the Public Registry of the other sibling/s already attending a Church School;
- ii. A photocopy of the identity cards of both parents; and
- iii. A Declaration on the appropriate form filled in and signed by the Head of School where the other sibling attends. This Declaration is to be collected from the school on Wednesday 21, Thursday 22 and Friday 23 November 2018 between 9.00 and noon.
The Declaration may also be downloaded from www.thechurchinmalta.org
- iv. In the case of adopted or fostered children, a certificate from the Agency concerned declaring the adoption or the fostering of the child.

h. If applying according to the Criterion of children of employees in the same school:

A Declaration on the appropriate form, filled and signed by the Head of School.

This Declaration is to be collected from the school on Wednesday 21, Thursday 22 and Friday 23 November 2018 between 9.00 and noon and the Declaration may also be downloaded from www.thechurchinmalta.org

On the same days, the employees of the Secretariat for Catholic Education may collect the Declaration filled and signed by the Delegate for Catholic Education.

- i. Applicants with a Statement of Needs that reads "*Learner's needs are to be met by Class Teacher*" are to present the Statement of Needs and the most recent psycho-educational report.

APPLICATIONS

7. Parents may apply for Church School Entry either by means of an:

- **Application online or**
- **Application in one of the Schools which serve as centres**
- **Only one application per criterion for the same applicant is accepted.**

7.1 APPLICATIONS CRITERIA 1

Applications of the following Criteria: Children from Church Homes, children of employees in the same school, and Siblings (Para. 1a-1c), are filled either:

- online on <https://church.mt/applications> from Friday 23 November to Monday 3 December 2018 OR
- in one of the following Schools serving as centres where personnel in charge receive the requested documents and fill applications:
The Seminary Rabat, St. Angela School Zabbar, St. Michael's School St. Venera:
Monday 26 (surnames A-C), Tuesday 27 (surnames D-M)
and Wednesday 28 November 2018 (surnames N-Z),
between 9.00 a.m. and 1.00 p.m.

Application forms are not downloaded or collected beforehand.
Documents referred to in Para. 6 are required.

- 7.2** Applicants whose elder sibling already attends a Church School but who wish to attend a different Church School may do so without forfeiting their right to register in the school of the other sibling. In this case, they are to apply both under the Criterion for Siblings (Para. 1c) and also as Other Applicants (Paras. 3 and 8) or any other Criterion. However, it is required that on the Application Form they declare that they are applying under both criteria. If this is not adhered to, they will forfeit this right. The same process also applies to applicants under the Criterion of children of employees in the same school.

- 7.3** Applicants referred to in Para. 7.2 will be asked to make their final choice of school on the day of Choice of School (Paras. 12 and 13).

7.4 LATE APPLICATIONS OF CRITERIA 1

- online on <https://church.mt/applications> from Friday 7 December to Tuesday 18 December, 2018 OR
- at the Archbishop's Curia on Tuesday 11 December 2018 between 9.00 a.m. and 1.00 p.m.

8. APPLICATIONS CRITERIA 3 OTHER APPLICANTS (Para. 3):

- online on <https://church.mt/applications> from Thursday 31 January to Monday 18 February, 2019 OR
- in one of the following Schools which will be serving as centres where personnel in charge receive the requested documents and fill applications:
St. Aloysius College Primary Balzan, St. Angela Żabbar, St. Joseph Paola, The Seminary Rabat.
Monday 4 February (surnames A-C), Tuesday 5 February (surnames D-M), and Wednesday 6 February, 2019 (surnames N-Z) between 9.00 a.m. and noon.

Application forms are not downloaded or collected beforehand.
Documents referred to in Para. 6 a-g are required.

8.1 LATE APPLICATIONS CRITERIA 3 OTHER APPLICANTS (Para. 3):

- online on <https://church.mt/applications> from Monday 25 February to Wednesday 6 March, 2019 OR
- at the Archbishop's Curia or St. Michael's School, Cannon Road St. Venera on Thursday 28 February 2019 between 9.00 a.m. and 1.00 p.m.

8.2 Parents/ guardians who submit an application online for Criteria 1, including Serious Cases Criteria 1, are to contact Admissions Office as per instructions in Para. 20 should they not receive an acknowledgement by Monday, 14 January 2019.

Parents/ guardians who submit an application online for Criteria 3, including Serious Cases Criteria 3, are to contact Admissions Office as per instructions in Para. 20 should they not receive an acknowledgement by Monday, 18 March 2019.

9. FEES – These are charged to help cover administrative costs:

9.1 Fee on Application €15.

Fee for a Late Application €20.

9.2 A registration fee of €50 is paid on enrollment.

10. Numbered lists indicating the names of those who applied according to Criteria 1a-1c will be published on www.thechurchinmalta.org

CHOICE OF SCHOOL BALLOT - Tuesday, 16 April 2019

11. This ballot will establish a Rank Order which determines the procedure for the actual Choice of School: the applicant drawn first will be entitled to choose first; etc. Other Applicants (Para. 3) will participate in the **Choice of School Ballot**. The Rank Order established by the Choice of School Ballots will also be used as the general *waiting list*.

11.1 The total number of places to be awarded by the Choice of School Ballot will be the total number of remaining mainstream places **AFTER** the number of places awarded under the Criteria of children in Church Homes, children of employees in the same school, siblings (Para. 1a-1c), and siblings who are applying for the same year of entry (twins) or other years of entry (Para. 3.1) is deducted from the total number of places available in all of the schools together (boys = 48, girls = 69 Para. 5).

11.2 The Choice of School Ballot will be held on Tuesday, 16 April 2019 at the Catholic Institute, Floriana, tel. 7925 2965.

The ballot for **BOYS** will begin at 9.30 a.m.

This will be followed at 12.30 p.m. by the ballot for **GIRLS**.

The drawing of the ballot will be streamed live, direct on www.thechurchinmalta.org
In the event that due to technical problems the transmission is not broadcasted live, a recording of the sessions will be uploaded the soonest if circumstances permit.

- 11.3 In the eventuality that an applicant's name is not included in the ballot, the Church Schools Admissions Board will hold another ballot as explained hereafter. Three groups of numbers will be presented: two groups with numbers from 0 to 9, and another group with numbers from 0 to the number of hundredths of applicants. These three groups of numbers represent the units, the tens and the hundreds. A number is drawn from every group. The three numbers will establish the applicant's number. It is probable that another applicant will already have the same number. If these two applicants are in the chance of choosing a place and only one place is available, a ballot will be drawn for them to determine who will be awarded the available place.
- 11.4 The Rank Order established by the Choice of School Ballot will be published on the Curia Website www.thechurchinmalta.org The application number, name and surname and the respective placing on the Rank Order will be published.
- 11.5 **Parents who are to attend the Choice of School will be informed of the result by post** and will be reminded of details regarding the actual Choice of School as per Para. 12 and 13. They will also be informed about the number of vacancies available in each school. **This correspondence is sent to parents about a week before the Choice of School. No information will be given over the phone.**

CHOICE OF SCHOOL

12. **Boys:** The Choice of School will be made at the Catholic Institute Floriana, Tel. 7925 2965:

Rank Order 001 – ZZZ*	Tuesday, 28 May 2019	4.00 p.m.
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13. **Girls:** The Choice of School will be made at the Catholic Institute Floriana, Tel. 7925 2965:

Rank Order 001 – ZZZ*	Tuesday, 28 May 2019	4.30 p.m.**
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*ZZZ represents the number established in Para.11.1

**Approximate time is being indicated. The Choice of School for Boys will be followed by the Girls'.

14. It is imperative that parents/ guardians are present to make their choice of school according to their rank order, on the day and at the time and place indicated above. Latecomers will still retain their right to effect choice of school according to their Rank Order. However, choices already made will stand.
- 14.1 It is the parents' responsibility to be present for the choice of school or to authorise someone else to be present in their stead. When the parents are absent for the choice of school due to an emergency, the Admissions Board may try to reach the applicant's parents and if necessary register the applicant on their behalf, in the school of their choice where vacant places are still available. If this procedure is not adopted, this cannot be interpreted as a shortcoming on the part of the Admissions Board. It would be beneficial if during the Choice of School, parents who opt not to send their child to a Church School inform the Admissions Board of their decision.
15. Parents may choose their preferred school as long as vacant places are available.
- 15.1 Parents may choose an alternative school, once their preferred school is filled up, by the 'Schools Preference Form' as indicated in Para. 15.4. They may even inform us of their preferred school.
- 15.2 Parents may even opt not to register their son/ daughter and indicate their preferred school by filling the 'Schools Preference Form' as indicated in Para. 15.4. without losing their place on the rank order as established by the Choice of School Ballot Para.11.2.
- 15.3 The 'Schools Preference Forms' are used when a place is vacated. This is offered according to the Admissions Criteria Hierarchy, and/or to the highest ranking applicant in the Choice of School Ballot who had preferred that school but could not choose it.
- 15.4 Parents indicate their order of school preference by writing a number next to the name of five schools, the digit 1 being the highest preference and so on.

When processing the 'Schools Preference Form', the only schools taken into consideration will be those indicated by the parent as having a higher preference than the applicant's school of enrollment. The parent's indication of schools with a lower preference than the applicant's school of enrollment will not be considered.

- 15.5 If vacancies remain once this process has been concluded, the next applicant on the list will be called. He/she will also be asked to fill the 'Schools Preference Form'.
- 15.6 In certain schools, the school attendance of applicants who fill a vacated place after the beginning of the scholastic year might be postponed to the next scholastic year.
16. The rank order established through the Choice of School Ballot serves as the general waiting list and remains active till 30th June 2020 for admission in year one kindergarten for scholastic year 2019-2020.

OTHER INFORMATION

17. Children registered in a Church school are obliged to attend regularly the school which they registered in, from the beginning of the scholastic year.
- 17.1 An exemption from attendance for a period of one scholastic year may be given when parents are going to be abroad for a serious reason, for example employment, health or study. In such cases parents are to write to the Admissions Board informing of their need, the duration of their stay abroad and are to send any relevant documentation that proves that they are going to be abroad for a serious reason.
Parents can ask for an exemption for a second scholastic year by writing to the Admissions Board and by providing the necessary details. The Board will inform the parents about its decision, which decision is final. The place reserved for the child will not remain available if the exempted child does not attend school by the stipulated date.
18. **All information provided to the Church Schools Admissions Board in relation to oneself or ones child which according to the Data Protection Act 2018 is "Personal Data" will only be processed in accordance with the said Act – view Para. 7e.**
19. The Board can be contacted at: The Secretary, Church Schools Admissions Board, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, or: marisa.ellul@maltadiocese.org
20. Anyone who does not receive a reply as indicated in these Regulations within a week of the relevant date should contact the Board.
21. Investigation of infringement of these Regulations follows the Infringement Procedures published on www.thechurchinmalta.org. Infringement of Regulations may lead to the exclusion from school of the child and anyone involved. Allegations are to be reported as per the infringement procedures published on the website above and are to be addressed to: The Delegate for Catholic Education, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, tel. 2779 0060, email: charles.mallia@maltadiocese.org
22. The Regulations for admission to year one kindergarten, year two kindergarten, year one primary and form one secondary are published every scholastic year. It is necessary that a fresh application be filled for every new scholastic year.
23. **These Regulations for Church Schools Entry apply for entry in this scholastic year. It is possible that in the future they might be changed. It is possible that the situation in schools may change in the future. Therefore it is not guaranteed that present opportunities will also be available in the future. Opportunities may remain constant, they may decrease or increase.**
24. **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
25. **The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**