



## **Regulations for Admission into Church Schools, Gozo Form 1 Secondary 2024-2025 Applicants born in 2013**

### **1.0 Entry Criteria** into Church Schools follows a set of criteria as stated below.

Applicants who fall under the first criterion 1a, are the first to have a place within a Church School. These are followed by those who fall under criterion 1b etc.

There are similarities and differences in the applications for entry to Kinder 1 and Form 1. Some criteria apply at both levels, for example, 1b, 1c and 1d. Other criteria do not apply at Kinder 1, for example Criterion 1a, while others do not apply at entry to Form 1, for example, criteria 1f and 1g. There are some other differences.

Applicants under Criteria 1a, 1b, 1c, 1d, and 1e who have a 'Statement of Needs' and require the assistance of an LSE or are in the process of applying for such a statement, must present the 'Statement of Needs' document and / or other relevant documentation, such as educational psychologist / medical reports, at application stage. Failure to present the 'Statement of Needs' and / or other relevant documents at application stage will result in the application being invalid.

Applications of students who require support of an LSE are accepted provided there are places available. Those who shall be accepted first are all applicants under Criterion 1a (Children in Year 6). If there are still availabilities then those under Criterion 1b (Children of Church School employees) will be accepted; then those under Criterion 1c (siblings in the same school) and these are followed by those under Criterion 1d (Children of Secretariat for Catholic Education employees). A ballot may be drawn where necessary.

When an applicant already has a statement of needs and is supported by an L.S.E. but has registered progress and the parents, the school and the educational psychologist deem that s / he may advance without the assistance of an L.S.E and have submitted a request to the Statementing Moderating Panel for the removal of the L.S.E. by the 31st October 2023, the applicant needs to present the request for the removal of the L.S.E. and other relevant documents. The Admissions Board will determine if the application is to proceed in mainstream or as a serious case.

#### **1a. Children in Year 6 church schools Gozo.**

**1b. Children of employees in a church school in Gozo** during scholastic year 2023-2024. The parent should have been enrolled full-time, latest, during the first part of the scholastic year prior to the scholastic year of admission and has to still be *full-time* employed with a Church school in Gozo at the beginning of the scholastic year of admission.

**1c. Siblings in the same school.** Children whose siblings are attending a Secondary Church School in Gozo during scholastic year 2023-2024 may be registered in the same school as their sibling/s.

Eligible for this criterion:

- i.** Siblings, from the same parents and who are residing in the same house and form part of the same family.

- ii. Siblings, who although have common parents do not live in the same house or family but spend at least 20 hours a week together. For the application to be considered, one needs to submit relevant documents **and** a declaration under oath taken in front of a notary, made by both parents, indicating the number of hours the children live together in the same house.
  - iii. Siblings, who have one common parent and spend at least 20 hours a week together. For the application to be considered, one needs to submit relevant documents **and** a declaration under oath taken in front of a notary, made by the people who have the care and custody of the children, indicating the number of hours the children live together in the same house.
  - iv. Children who are being brought up by the same adults together and are living in the same house and family. For the application to be considered, one needs to submit relevant documents **and** a declaration under oath taken in front of a notary, stating that the adults are taking care of the children together and indicating the reasonable cause for this situation. In these cases, the Admissions Board will determine if the reasonable cause presented is justified or not.
  - v. Children who are adopted or in foster care and are living with a family who have other children attending a church school. Adopted or fostered children are considered siblings to the children of the family they live with. For the application to be considered one needs to submit the Certificate from the competent agency that indicates that the child is adopted or is fostered within the family.
- 1d. Children of employees of the Secretariat for Catholic Education.**
- 1e. Social cases and Asylum Seeker cases.**  
 Children under a care order fall within this category. Those who do not qualify for entry under this category are those who present one of the following as their sole claim: children of unmarried mothers; children from separated families; children who are adopted; children who are being fostered.
- Children who themselves or their parents sought asylum when they came to Malta may be considered under this criterion.
- When one applies under this criterion, a letter of explanation and relevant documents need to be uploaded. These applications are accepted according to availability.
- 1f. Applications for Laura Vicuna School.** This criterion does not apply for entry into Form 1. It applies for entry into Kinder 1 Church Schools.
- 1g. Applications for St Francis School Nadur.** This criterion does not apply for entry into Form 1. It applies for entry into Kinder 1 Church Schools.
- 1h.** Applicants who are eligible to apply under criteria 1a – 1e and did not apply in the stipulated time may apply under criterion 1h on the **same dates** of “**Other Applicants**” (Paragraph 6.5) These applicants will be considered as “Other Applicants” and will participate in the ballot like “Other Applicants”. If they do not rank well in the ballot they will be placed at the beginning of the waiting list, before the ‘Other Applicants’, for the school they were eligible for (see paragraph 10.2).
- 2.0 “Other Applicants”:** The number of places available to be filled by “Other Applicants” for boys at the Sacred Heart Minor Seminary and for girls at the Bishop’s Conservatory Secondary School will be established after all applications received

under Criteria 1a-1e are deducted. A ballot shall be drawn amongst “Other Applicants” to fill these remaining places.

- 2.1 “Other Applicants” who have a Statement of Needs and require the support of an LSE or are in the process of applying for such support.** If it is possible students in this Category are accepted. For more information refer to Paragraph 5.3.
- 2.2** Amongst “Other Applicants” there may be siblings who are applying for the same year (twins, triplets or siblings born in the same year). If one of the names of the siblings is drawn in the ballot, the other sibling/s will qualify automatically under the siblings criterion. This applies to siblings of the same sex and as long as there are available places.
- 2.3** It is very important that if circumstances change after the application or registration phase, the Admissions Office needs to be notified. This applies if applicant starts process at CDAU, psychologist or medical conditions such as diabetes, epilepsy, etc., are developed or if there is change in the support given or if given the support of an L.S.E.
- 3.0 Year of Birth:** Eligible applicants are those born in 2013. The Board will consider requests for exemptions from this Regulation in the light of specific reasons, namely students who have repeated Year 6 in primary school. These requests, together with relevant documents are to be sent by email to [gozo.admissions@maltadiocese.org](mailto:gozo.admissions@maltadiocese.org) by not later than 15 days after the application. The Church Schools Admissions Board decides if the exemption request should be granted and communicates the decision to the parents.

#### **4.0 Secondary Church Schools in Gozo and places available**

Gender	School	Locality	Number of places	
			Mainstream	With support
Boys	Sacred Heart Minor Seminary	Victoria	66	6
Girls	Bishop’s Conservatory Secondary	Victoria	66	6

- 4.1.** In case of necessity the number of places offered for mainstream and for support may vary but the total places offered will not be less than the total of places published.
  - 4.2** The total of places offered will decrease when 3 LSEs are needed in a class. The total of places will decrease by one for each class that will have 3 LSEs.
- #### **5.0 Process**
- 5.1** The first applications to be received are those under Criteria 1a-1e.
  - 5.2** The first set of applicants to be offered a place are those of Criterion 1a, then 1b, etc. When there are more applicants than available places for a particular criterion, a ballot is drawn to determine who shall be offered a place within that school.
  - 5.3** The Serious Cases Commission will evaluate and decide upon all serious cases applications. Serious cases include statemented students, students in the process of being statemented, social cases and asylum seekers. The Commission will determine how many applications can be accepted. The applications will be sorted under these groups: Applicants requiring an LSE 1-1; Applicants requiring ‘shared support’; those who are in the process of being statemented; those applying as social cases and cases as Asylum Seekers.

If need be a ballot is held for each group. Places are filled according to availability. Those who cannot register in a school will remain on the waiting list.

- 5.4** A list with the names of applicants and the name of the school they have been registered in is published on [www.church.mt](http://www.church.mt).
- 5.5** **Before the opening of the applications for “Other Applicants”, the remaining number of places available in each school is also published.**
- 5.6** Following this process another call for applications is issued to fill the remaining places according to the 2<sup>nd</sup> Criterion and those who did not apply in time (Criterion 1h).
- 5.7** The names of all applicants are published.
- 5.8** An online ballot is drawn and the list of applicants is published in a rank order according to the ballot results.
- 5.9** Parents of applicants offered a place at a secondary school will be asked to confirm their intention to register their son/daughter in the school.
- 6.0 Applications**
- 6.1** Applications for admissions into Gozo Church Schools are received online.
- 6.2 Applications are according to the Criteria 1a-1e:**  
Children attending Year 6 in a Primary Church School in Gozo;  
Children of Church School employees;  
Siblings of Students attending the same Secondary school;  
Children of employees of the Secretariat for Catholic education;  
Social Cases and Asylum Seekers.
- Shall be available online on <https://church.mt/gozoapplications>
  - from Tuesday, 21st November till Thursday, 30th November 2023.
  - Those who require assistance to apply online may phone 7999 0224 between 9:00am and 2:00pm on the days when applications are open, that is, from Tuesday, 21<sup>st</sup> November till Thursday, 30<sup>th</sup> November 2023.
- 6.3 LATE APPLICATIONS OF CRITERIA 1a–1e:**
- online on <https://church.mt/gozoapplications>
  - from Thursday 7 December to Thursday 14 December, 2023
  - In case of difficulty in filling the application online, one can phone on 7999 0224 from Monday to Friday between 9:00 a.m and 2:00 p.m.
- 6.4** Anyone who applies under the 1<sup>st</sup> Criteria, as indicated above, and does not receive an acknowledgment for the application by Friday 19<sup>th</sup> January 2024, is to contact the Admissions Board as indicated in Paragraph 11.5
- 6.5 Online applications for Criterion 1h and “Other Applicants” (2<sup>nd</sup> Criterion)**
- Shall be open on <https://church.mt/gozoapplications>
  - from Thursday, 1st February till Wednesday, 14<sup>th</sup> February 2024.
  - Those who require assistance to apply online may phone 7999 0224 between 9:00am and 2:00pm on the days when applications are open, that is, Thursday, 1st February till Wednesday 14<sup>th</sup> February 2024.
- 6.6 LATE APPLICATIONS Criterion 1h and “OTHER APPLICANTS” (2<sup>nd</sup> Criterion):**
- online on <https://church.mt/gozoapplications>
  - from Tuesday 20 February to Thursday 29 February, 2024
  - In case of difficulty in filling the application online, one can phone on 7999 0224 from Monday to Friday between 9:00 a.m and 2:00 p.m.

- 6.7** Anyone who applies under the 2<sup>nd</sup> Criterion including Serious Cases “Other Applicants” and Criterion 1h and does not receive an acknowledgment for the application by Monday, 18th March 2024, is to contact the Admissions Board as indicated in Paragraph 11.5.
- 6.8** **Only one application per child** must be completed. In the case of **twins / triplets / siblings born within the same year**, a separate application needs to be filled in for each child.
- 6.9** In the case of siblings born in the same year, the siblings may be registered in the same school if there are places available. The sibling who is drawn last in the ballot is given the same ranking as the sibling drawn first. For this to be possible, it is important that the name of the other sibling is declared on each of the siblings’ applications. Failure to do so will result in the sibling criterion not being applied.
- 6.10** An online payment of €25 is to be made per application to cover administrative costs.

## **7.0 Other information and Documentation Required when Applying**

### **7.1 When applying one needs to provide the following information:**

Child’s Name and Surname; Child’s Identity Card number; Child’s Date of Birth; Child’s Gender, Address, Locality and Postal Code; Home Telephone number; Mother’s Name and Surname, Mother’s Identity Card Number; Mother’s Mobile Number; Father’s Name and Surname; Father’s Identity Card Number; Father’s Mobile Number; Email Address of Mother or Father.

### **7.2** When applying, the following documents need to be uploaded:

- a.** Child’s Birth Certificate issued by the Public Registry.
- b.** The Educational Programme Declaration, filled by the Head of School, indicating whether the student is mainstream, has access arrangements or is supported by an LSE or has started the process for statementing.  
This Declaration may be downloaded from [www.church.mt](http://www.church.mt)

In certain circumstances the Educational Programme Declaration may be sent later. In this case the applicant needs to indicate whether the student is mainstream, has access arrangements, is supported by an LSE or has started the process for statementing. If there is a discrepancy between the parents’ declaration and that of the Head of School, the Admissions Board will consider the indications by the Head of School and chances available according to the parents’ indication may be forfeited even if they have already occurred.

For the application to be valid, the Educational Programme Declaration signed by the Head of School needs to be sent to Admissions Office not later than the 5<sup>th</sup> April 2024. If this is not submitted, then the Registration will be invalid.

### **7.3** While applying parents or guardians will be asked to agree to ‘The Declaration regarding Data Protection and Privacy’. This Declaration may be viewed and/or downloaded from [www.church.mt](http://www.church.mt). Parents or guardians will be asked to indicate whether they would like to be notified or not if the Board needs to contact the school of their child.

### **7.4 Information required according to Application Criteria**

### **7.5** When applying under the Children in Year 6 Church Primary School Criterion (1a), the name of the Church Primary School the child attends needs to be stated. This information will be verified with the Primary School concerned.



- 7.6** When applying under the Children of Employees' Criterion (1b, 1d), the name of the school where the parent works is to be indicated. If the parent is employed by the Secretariat for Catholic Education, this is to be indicated. This information shall be verified with the school and with the Secretariat for Catholic Education.
- 7.7** When applying under the Siblings Criterion (1c), the name of the school where the sibling attends is to be indicated. This information shall be verified with the school. The Birth Certificate (issued by the Public Registry) of the other sibling/s already attending the secondary Church School in Gozo, is to be uploaded.
- 7.8** In the case of separated parents, the legal document indicating the custody of the child needs to be uploaded. In cases where the Courts have decided that the care and custody is joint and both parents have legal rights regarding the education of their child, both parents need to indicate their consent. In such cases the relative and most recent document that defines the child's custody and educational responsibility is to be presented.
- 7.9** When applying according to paragraphs 1c ii, iii and iv, these documents are also required:
- A photocopy of the identity cards of both parents
  - Custody documents **AND**
  - A Declaration under oath in front of a notary (paragraph 1c).
- 7.10** When applying as a 'Social Case' or 'Asylum Seekers Cases', or when applying on behalf of a child who requires LSE support, supporting evidence and other relevant documentation is to be uploaded.  
**For those applying as cases with support one needs to upload:**
- i. The *Statement of Needs* issued by the *Statementing Moderating Panel* and IEP
  - ii. When the case has not been concluded with the *Statementing Moderating Panel* of the Department of Education, a copy of the application to the *Statementing Board*, or a report by an educational psychologist detailing the needs of the boy/girl, is to be presented
  - iii. The *Statement of Needs*, for applicants whose statementing is in process, has to be forwarded to the Admissions Office once this is received from the *Statementing Board*.
  - iv. The application for the request for the removal of the support of an L.S.E. which would have been presented to the Statementing Moderating Panel by the 31<sup>st</sup> October 2023
- 7.11** Children whose statement of needs reads '*Learner's needs to be met by Class Teacher*' need to apply as mainstream and to present the *Statement of Needs* and the latest psychological report.
- 7.12** Documents which are not submitted with the application need to be submitted online on this link: <https://knisja.mt/forms/csg-missing-documents/>  
Unless indicated otherwise, all documents for First Criteria applications have to be submitted by the 31<sup>st</sup> January 2024 and all documents for Second Criteria have to be submitted by the 5<sup>th</sup> April 2024. In case these are not sent, the application will be **invalid**.

## **8.0 Ballot**

**8.1 An online ballot shall be drawn on Thursday, 21<sup>st</sup> March 2024.  
The ballot for Boys at 11:00 a.m and that for girls at 11:30 a.m**

The ballot shall be streamed live on [www.church.mt](http://www.church.mt)

**8.2** The rank order established by the Ballot shall be published online on <http://www.church.mt>

- 8.3** Following the ballot, the registration process shall continue through emails.
- 8.4** The registration with the school shall proceed until all vacant places are filled. A list with the names of applicants and their choices is published.
- 9.0 Choice of School.** Boys are registered at the Sacred Heart Minor Seminary and girls are registered at the Bishop's Conservatory Secondary School.
- 10.0 Waiting List**
- 10.1** Once the vacant places in the schools have been filled, the remaining applicants shall be placed on a waiting list, first the 1h applicants, as explained in paragraph 10.2, and then the remaining according to the ballot rank order. If a vacancy arises till the end of August 2025, the first person on the waiting list will be offered the place.
- 10.2** Applicants who apply under Criterion 1h will be placed at the beginning of the waiting list according to the criteria hierarchy they were eligible for and according to the hierarchy criteria and the ballot rank order. For example, if there are applicants of the 1h employees' criterion and the 1h siblings' criterion, the employees' applicants take precedence. If there is more than one employees' applicant, then the one who ranked highest in the ballot will be placed first.  
When a vacant place results, these applicants will be contacted before those who took part in the Other Applicants ballot only.
- 11.0 Other information**
- 11.1** Parents who choose to enroll their children in a Church School are agreeing that their children shall follow the Catholic School *ethos*. No other subject will be offered instead of Catholic Religious Knowledge as an academic subject.
- 11.2** Students registered in a Church school are obliged to attend the school regularly as from the beginning of the scholastic year.
- 11.3** An exemption from attendance for a period of one scholastic year may be given when parents are going to be away from Gozo 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 away from Gozo and are to send any relevant documentation that proves that they are going to be away from Gozo 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.
- 11.4** All information parents provide to the Church Schools Admissions Board in relation to oneself or one's child which according to the Data Protection Act 2018 is considered as 'Personal Data', will be processed only in accordance with the said Act. More information on Data Protection can be found on [www.church.mt](http://www.church.mt)
- 11.5** The Board and the Admissions Office may be contacted either by email: [gozoadmissions@maltadiocese.org](mailto:gozoadmissions@maltadiocese.org) or by phone on 2203 9360.
- 11.6** These Admissions Regulations apply for entry in the coming scholastic year 2024-2025. 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.

- 11.7 The Admissions Office needs to be notified of any changes in the applicants' circumstances that happen after the application has been submitted. The application can become invalid if this does not happen.**
- 11.8 Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
- 11.9** Investigation of infringement of these Regulations follows the Infringement Procedures published on [www.church.mt](http://www.church.mt). 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 and are to be addressed to: The Delegate for Catholic Education, Secretariat for Catholic Education, 16, The Mall, Floriana FRN 1472 Tel:2779 0060. E-mail: [charles.mallia@maltadiocese.org](mailto:charles.mallia@maltadiocese.org)
- 12.0 The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**