



## **Regulations for Admission into Church Schools, Gozo Kindergarten 1 2024-2025 Applicants born in 2021**

- 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.
- Children who require the support of a Learning Support Educator, (LSE) are accepted along with other children according to each criterion.
- Children who have already been statemented and need the assistance of a LSE or are in the process of applying for such a statement, need to present the Statement of needs document and / or other relevant documentation, such as educational psychologist/ medical reports. These documents need to be presented either at application stage or to the school they will be enrolled in by not later than the 5th April 2024.
- 1a **Children in Year 6 church schools Gozo.** This criterion does not apply for entry into Kinder 1. It applies for entry into Form 1 Church Schools.
- 1b **Children of employees in the same school.** Gozo Church School Employees may register their children in the same school where the parent works.
- 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 primary 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 and children of employees of The Bishop's Conservatory Secondary School and The Sacred Heart Minor Seminary** have a right to register their children in one of the schools mentioned in 4.2.

- 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. Each school shall accept 1 child under this criterion. Applicants are to indicate their preferred school. In the case of more than one applicant, a ballot will be drawn.

- 1f **Applications for Laura Vicuna School.** Up to three students who have **residency and live** in Għasri and who are not eligible to apply under criteria 1a-1e are offered a place at Laura Vicuna School. Should there be more than three eligible applicants, a ballot will be drawn. Those who are not enrolled under this criterion are included with the "Other Applicants" criterion.

If amongst the applicants there will be siblings who are twins or triplets and one of them is due a place, the other sibling / s will be given a place as per siblings' criterion. The places of these siblings will not be deducted from the places reserved from children residing at Għasri but will be deducted from the total number of places offered by the school Laura Vicuna.

- 1g **Applications for St Francis School Nadur.** Parents who would like their children to attend St. Francis Nadur are reminded that students attending this Kindergarten have no right to proceed to any Church school primary or secondary automatically. Those who apply under this criterion are also included with the "Other Applicants" criterion.

- 1h Applicants who are eligible to apply under criteria 1b – 1g 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 ballots 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**": A ballot shall be drawn amongst all other applicants to fill remaining places in church schools.

- 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 can apply as per paragraph 1.

- 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, as long as there are vacant 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 2021. The Admissions Board will consider requests for exemptions from this Regulation in the light of specific reasons. 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.
- 3.1 Children need to be toilet trained before starting kindergarten. Exemption may be made for children with special needs.
- 4.0 **Schools and places available**
- 4.1 The maximum number of girls and boys admitted into kinder 1 in the Gozo Church Schools is 96, distributed equally (24 students in each) between the four schools as indicated in 4.2 below. An additional 12 places are available at St Francis Nadur Kindergarten.
- 4.2 The schools which accept children at Kinder 1 are the following:
- Bishop's Conservatory Junior School***, Victoria, Kinder and Primary.
- Laura Vicuna School***, belonging to the Salesian Sisters, Kinder in Victoria and Primary in Għasri
- Saint Francis School Victoria***, belonging to the Franciscan Sisters, Kinder and Primary in Victoria. Children who are accepted at Kinder 1 in Saint Francis Victoria may attend Kindergarten at St Francis Nadur with the possibility of continuing their primary education at St Francis Victoria.
- Saint Theresa School***, belonging to the Carmelite Sisters, Kinder and Primary in Kerchem.
- St Francis Nadur***, belonging to the Franciscan Sisters is a Kindergarten only.
- 4.3 Children who are accepted in Kinder 1 at *Bishops's Conservatory Junior School*, *Laura Vicuna School*, *Saint Francis School Victoria* and *Saint Theresa School*, have a right to proceed with their primary education at the same school and at the end of year 6, they may proceed to complete their secondary education at the Bishop's Conservatory Secondary School if they are girls and at the Sacred Heart Minor Seminary if they are boys.
- 4.4 Students who are admitted in Kinder 1 at St Francis Nadur may proceed to kinder 2 but have no right to continue their primary education at St Francis Victoria or any other primary or secondary Church school. Applicants who have chosen St Francis Nadur through the ballot may register in another kindergarten if a vacancy arises. Vacant places will be offered according to the Ballot Rank Order.

If, by the end of May there are remaining places at St Francis Nadur, these places shall be offered on a first come first served basis. Interested parents are to send an email to [srfrancesca.abela@stfrancisvct.edu.mt](mailto:srfrancesca.abela@stfrancisvct.edu.mt) or apply in person at St Francis Nadur Kindergarten.

## 5.0 **Process**

- 5.1 The first applications to be received are those under Criteria 1b-1g.
- 5.2 The first set of applicants to be offered a place are those of criterion 1b, and then criterion 1c 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. For example: If there are more applicants applying under the Siblings Criterion (1c) for a particular school than there are places available, a ballot is drawn between them. Those remaining out because of this ballot are included with the "Other Applicants" Criterion.
- 5.3 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). The remaining number of places available in each school is also published.
- 5.4 Following this process another call for applications is issued to fill the remaining places according to the 2<sup>nd</sup> Criterion and those applicants who did not apply at the stipulated time (Criterion 1h).
- 5.5 The names of all applicants are published.
- 5.6 An online ballot is drawn, and the list of applicants is published in rank order.
- 5.7 On another date, the choice of school is held online. During this session, according to their rank order, applicants choose a school which has vacant places. The 1<sup>st</sup> applicant in the rank order chooses first, followed by the applicant ranked 2<sup>nd</sup>, and so on.

## 6.0 **Applications**

- 6.1 Applications for admissions into Gozo Church Schools are received online.

### 6.2 **Applications are according to the Criteria 1b-1g:**

Children of employees of the same school;  
Siblings of the same primary school;  
Children of employees of the Secretariat for Catholic Education, Bishop's Conservatory Secondary School and Sacred Heart Minor Seminary;  
Social Cases and Asylum Seekers;  
Children Residing in Għasri for Laura Vicuna;  
Applicants for St Francis Nadur.

- Shall be available online on: <https://church.mt/gozoapplications>
- from Tuesday, 21<sup>st</sup> November till Thursday, 30<sup>th</sup> November 2023.
- Those who require assistance to apply online may phone 7999 0224 between 9:00 am and 2:00 pm 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 1b – 1g:**

- 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 acknowledgement 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 9:00 am and 2:00 pm on the days when applications are open, that is, from Thursday, 1st February till Wednesday, 14th 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 “Other Applicants” and **Criterion 1h** and does not receive an acknowledgement for the application by Monday 18th March 2024, is to contact the Admissions Board as indicated in Para. 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. Failing to do so the sibling criterion will not be 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 document needs to be uploaded:

Child’s Birth Certificate issued by the Public Registry.

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.

**Information required according to Application Criteria**

7.4 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, it is to be indicated. This information shall be verified with the school and with the Secretariat for Catholic Education.

- 7.5 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 Church School in Gozo is to be uploaded.
- 7.6 If you reside in Għasri and you are applying according to criterion 1f for a place at Laura Vicuna School, a copy of one of the parents' Identity Card is to be uploaded and a declaration that the children live in Għasri, signed by a professional (for example, notary, priest, teacher) who would have known one of the parents for at least two years. This declaration can be downloaded from [www.church.mt](http://www.church.mt)
- 7.7 When applying under the Criterion (1e) Social Cases or Asylum Seekers, relevant documentation to support one's claim for applying under this Criterion, are 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 **In case of children with support 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*.
- 7.11 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**, at 9:30 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 [www.church.mt](http://www.church.mt)
- 9.0 **School Registration**

- 9.1 On **Wednesday, 27th March 2024** those applicants who took part in the Ballot will make their choice of school according to their rank order. The School Registration shall commence at 9:30 a.m. and it shall be streamed live on [www.church.mt](http://www.church.mt)
- 9.2 A preparatory online meeting will be held with the parents. During this meeting Head of Schools will provide information regarding their school. Information with regards the registration process is also given. This meeting will take place on **Tuesday 26<sup>th</sup> March** and starts at 3:30 p.m. A link to this meeting together with information about the registration will be sent in an email.
- 9.3 It is imperative that parents are available to make their Choice of School on the day and time of the live transmission as indicated above. Parents will be contacted by phone, one after the other according to the ballot rank order and will be asked to make their choice of school. It is the parents' responsibility to make themselves available or to authorize someone else to make the choice on their behalf.
- 9.4 In the eventuality that parents cannot be reached when they are called, the next person on the rank order list shall be contacted. From time to time throughout the process, other attempts shall be made to reach the parent who could not be contacted. A separate mobile number shall be available for such an emergency and these parents may call on 7951 5491. Once contacted these parents will be able to make their choice but will not be able to change choices already made by other parents. If this procedure is not successful, it cannot be interpreted as a shortcoming on the part of the Admissions Board.
- 9.5 Parents who opt not to send their child to a Church school shall be registered as 'No Choice'.
- 9.6 Following the choice of school, the registration process continues by email.
- 9.7 If vacancies remain once the session of the registration process has been concluded, the next applicant/s on the ballot list will eventually be contacted.
- 10.0 **Waiting List**
- 10.1 Once the vacant places in the schools have been filled, the applicants who did not get the possibility to choose the school will remain in the waiting list according to the ballot rank order. If a vacancy arises in a school, the first person on the waiting list will be offered the place. Once a child has been registered in a school, they cannot be placed on the waiting list, except for those who choose St Francis Nadur.
- 10.2 Applicants who apply under Criterion 1h will be placed at the beginning of the waiting list according to the criterion 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 chose St Francis Nadur and those who took part in the "Other Applicants" ballot only.
- 10.3 The waiting list remains valid for the scholastic year, till the end of August 2025.
- 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 Children 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, email: [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.**