



Regulations for Admission into Church Schools, Malta 2024-2025 **Regulations Serious Cases**

*These Regulations form part of the Regulations for Admission into Church Schools
Malta*

1.0 SERIOUS CASES

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

1.1 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.

- 1.2** Children who already have a statement of needs and who by application day have requested its review or appealed the Board's decision must apply as a Serious Case. The Commission of Serious Cases studies and takes decisions regarding such cases.
- 1.3** 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 LSE 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 initially needs to apply as mainstream and 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.
- 1.4** 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.
- 1.5** Applicants who have allergies and / or might need to use an Epi-Pen but do not need the support of an LSE are to apply under mainstream. On the application, the parents of these applicants are **obliged** to present the latest medical reports accordingly.
- 1.6** 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 start 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. (see paragraph 1.8).
- 1.7** Applicants who fail to apply as indicated above and are registered in a Church School, will lose their place in the Church School.
- 1.8** Applicants for whom an application was not originally filled as a Serious Case, but start assessment by an educational psychologist or similar which might result in the support of an L.S.E., need to inform the Admissions Office immediately and ideally before the ballots. These 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 (see paragraph 1.6).

1.9 Social Cases. Children under *Care Order* fall in this category. Children who are under *Care Order* and live in the same house with other children under *Care Order* who attend a Church school may apply for the same Church school, if there are available places (see paragraphs 1.11 and 2.1.i).

Social Cases applicants can be mainstream or with the support of an L.S.E. Therefore, they will be considered according to their condition.

This category does not cover cases which are presented with only one of the following reasons: children of unmarried mothers; separation in marriage; adoption; fostering. Also see Criteria 1c regarding adopted and fostered children.

1.10 Asylum Seekers. The Regulations that govern admission in Church Schools of children who themselves or their parents sought asylum when they came to Malta, are being published in a separate document entitled: *Church Schools Admissions 2024-2025 Regulations for Asylum Seekers*. The Regulations for Asylum Seekers form part of these same Regulations. These Regulations will be available on www.church.mt

Asylum seekers who need the assistance of an L.S.E. as described in Paragraph. 1.1, must apply according to the Regulations for Serious Cases as “Other Applicants” or as to the case may be.

1.11 Serious Cases fall under:

- **Criteria 1** i.e. Serious cases children from Church Homes, children of employees in the same school, siblings, transfers, exempted from attendance, children from Church Schools without Continuity, children of employees in another school and social cases of children under care order living in the same house, see paragraphs 1.9 and 2.1.i.
- **Criteria 3** i.e. Serious cases “Other Applicants”.

2.0 SERIOUS CASES CRITERIA 1

Apply with the higher criterion according to your case.

1a. Children from Church Homes.

1b. 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. Since the Archbishop’s Seminary and the Sacred Heart College are schools of the same religious entity, employees at The Archbishop’s Seminary may register their daughters at the Sacred Heart College and vice versa, employees at the Sacred Heart College may register their sons at The Archbishop’s Seminary. Reference to this criterion will hereafter be “**children of employees in the same school**”.

Curriculum Heads of Departments of the Secretariat for Catholic Education may register their children in the same school where they teach three times a week.

The parent should have been employed *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 at the beginning of the scholastic year of admission. This includes *Full-Time* employees who are on reduced hours temporarily and will return to *Full-Time* employment. 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, if the schools have vacant places:

Boys: De La Salle, St. Aloysius Secondary School, St. Augustine, St. Benild, St. Elias, St. Michael, St. Paul’s Missionary College, Savio College, Stella Maris College and The Seminary. Employees at the Sacred Heart College may register their sons at the Archbishop’s Seminary.

Girls: Our Lady Immaculate, St. Dorothy Żebbuġ, St. Dorothy Sliema, St. Joseph Blata l-Bajda, St. Joseph Paola, St. Joseph Sliema, St. Monica Birkirkara, St. Monica Gżira, St. Monica Mosta, St. Jeanne Antide College Primary School Gudja, St. Jeanne Antide College Immaculate Conception Secondary School Tarxien, and the Sacred Heart College. Employees at the Archbishop’s Seminary may register their daughters at the Sacred Heart College.

Boys and Girls: St. Aloysius Primary School, St. Albert the Great Primary and Secondary School, St. Angela Lija, Msida, Rabat, and Żabbar, St. Francis Birkirkara, Cospicua, Imsida, San Ġwann, Sliema and St. Luċija, Theresa Nuzzo Hamrun and Marsa.

- 1ċ. Children whose siblings are attending a Church School during scholastic year 2023-2024** may be registered in the same school as their sibling/s or in a school of the same religious entity. The schools of the religious entity need to be either both in Malta or else both in Gozo.

Since the Archbishop's Seminary and the Sacred Heart College are schools of the same religious entity, girls whose brothers attend The Archbishop's Seminary may be registered at the Sacred Heart College and vice versa, boys whose sisters attend the Sacred Heart College may be registered at The Archbishop's Seminary.

This is not applicable to the siblings of Sixth Form students at St. Aloysius College Birkirkara.

In a school for girls only, the Siblings Criterion will not apply if the applicant is a boy, and vice-versa. In this case, the applicant may apply under the "Other Applicants" Criterion (Paragraph 3).

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 attending a Church School who wish to be transferred to another Church School of the same religious entity.** This applies between the Schools of St. Angela, St. Francis Malta, St. Dorothy, De la Salle and Stella Maris College Gżira and the schools of St. Joseph Blata I-Bajda and Sliema. This applies also between St. Joseph Blata I-Bajda, Sliema and Paola when the parent is employed at St. Joseph Blata I-Bajda and Sliema and the siblings attend St Joseph Blata I-Bajda and Sliema. It also applies between the Schools of St. Monica Mosta and Birkirkara when the parent is employed at St. Monica Birkirkara or when the sibling already attends or will be attending during the next scholastic year at St. Monica Birkirkara.

- 1e. Exemption from Regular Attendance in case the 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.

- 1f. Children of Church Schools without Continuity,** from year two kindergarten to year one primary or from year six primary to form one secondary.

- 1g. Children of Church School Employees or of Employees of the Secretariat for Catholic Education who cannot attend the same school where the parent works.** Reference to this criterion will hereafter be "children of employees in another school". These will participate in the Choice of School Ballot.

The parent should have been employed *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 at the beginning of the scholastic year of admission. This includes *Full-Time* employees who are on reduced hours temporarily and will return to *Full-Time* employment. This is not applicable to those employed long-term on *Full-Time Reduced Hours*.

The Primary School of St Aloysius College is receiving many applications from siblings and children of employees of their own schools. Therefore, it will not accept children of employees in another school and the remaining available places will be offered to other applicants (Criteria 3).

Children of employees in another school may apply under Criterion 1g and participate in the process of Church Schools Entry as indicated in Paragraphs. 2.1, 2.2, 2.3 and 2.4.

1h The Criterion for those who did not apply in the stipulated time and apply on the same dates of "Other Applicants" will be applied as described in the Mainstream Regulations and if circumstances permit.

1i **Social Cases of children under Care Order** living in the same house and one of them attending a Church School. See Social Case 1.9

2.1 **For year one kindergarten and year two kindergarten boys** the admission of children requiring support is hierarchically structured:

- First Children from Church Homes,
- Second Children of employees in the same school,
- Third Applicants whose siblings are going to be in the same Church school,
- Fourth Applicants whose siblings are going to be in a school of the same religious entity,
- Fifth Requesting a transfer.
- Sixth Children under Care Order living in the same house.

A ballot is held amongst the applicants of a criterion when the number of applicants in that criterion is greater than the number of places available. As indicated in Paragraph 8.3, every criterion is further sub-divided in different groups according to the level of support required.

2.2 **For year two kindergarten girls** the admission of children requiring support is hierarchically structured accordingly:

- First Children who were exempted from attendance,
- Second Children from Church Homes,
- Third Children of employees in the same school,
- Fourth Applicants whose siblings are going to be in the same school,
- Fifth Applicants whose siblings are going to be in a school of the same religious entity,
- Sixth Those requesting a transfer,
- Seventh Children of employees in another school.
- Eighth Children under Care Order living in the same house.

A ballot is held amongst the applicants of a criterion when the number of applicants in that criterion is greater than the number of places available. As indicated in Paragraph 8.3, every criterion is further sub-divided in different groups according to the level of support required.

2.3 **For year one primary** the admission of children requiring support is hierarchically structured accordingly:

- First Children who were exempted from attendance,
- Second Children from Church Homes,
- Third Children of employees in the same school,
- Fourth Applicants whose siblings are going to be in the same Church school,
- Fifth Applicants whose siblings are going to be in a school of the same religious entity,
- Sixth Those requesting a transfer,
- Seventh Children from Church Schools without Continuity,
- Eighth Children of employees in another school.
- Ninth Children under Care Order living in the same house.

A ballot is held amongst the applicants of a criterion when the number of applicants in that criterion is greater than the number of places available. As indicated in Paragraph 8.3, every criterion is further sub-divided in different groups according to the level of support required.

2.4 For Form One secondary the admission of children requiring support is hierarchically structured:

First	Children from Church Schools without Continuity which come from Church Homes,
Second	Children of employees in the same school they are registering for,
Third	Children from Church Schools without Continuity whose siblings are in the same school they are registering for,
Fourth	Children from Church Schools without Continuity whose parent works in another church school,
Fifth	Children from Church Schools without Continuity,
Sixth	Siblings,
Seventh	Children from Church Homes,
Eighth	Those requesting a transfer,
Ninth	Children of employees in another church school.
Tenth	Children under Care Order living in the same house.

After deducting the places for applicants from the first, second and third group indicated above, a calculation is carried out to check if there are more vacant places than there are applicants of the fourth and fifth group.

In the eventuality that there will be more vacant places, these will be first offered to the siblings criterion and then the applicants from Church Homes prior to the choice for children from schools without continuity for the fourth and fifth group.

If there will be more siblings than vacant places in a certain school, a ballot is held between the siblings of that school in order to determine who will be eligible for enrollment in the same school as his / her sibling. The same happens if there will be more children from Church Homes than vacant places, a ballot is held between the applicants from Church Homes to determine who will be eligible for enrollment in a church school.

Applicants will be accepted as long as there are vacant places. A ballot is held amongst the applicants of a criterion when the number of applicants in that criterion is greater than the number of places available. Hence those who rank first in the ballot fill places. As indicated in Paragraph 8.3, every criterion is further sub-divided in different groups according to the level of support required.

2.5 Social Cases are considered as indicated in Paragraphs 2.1, 2.2, 2.3 and 2.4.

3.0 SERIOUS CASES CRITERIA 3 - "OTHER APPLICANTS"

3.1 The Commission for Serious Cases will receive requests from "Other Applicants" IF places for children considered as Serious Cases are still available, after the registration of applicants of Criteria 1. In recent years the availability of places was very limited due to the large number of Serious Case applicants of Criteria 1.

3.2 Amongst "Other Applicants" there may be siblings who are applying for the same year of admission (twins) or other years of admission. Whenever possible siblings will be enrolled in the same school or in a school of the same religious entity. This happens when one of the siblings chooses a school. If there are not enough places for all siblings, the rank order of the one choosing the school is used.

In the case of twins, triplets etc, the child who ranks low during the ballot, is given the same ballot number of the sibling who ranked higher.

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.

When applying 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.

4.0 APPLICANTS' YEAR OF BIRTH

The applicant's year of birth has to be in line with the indication given hereunder:

For entry in form one secondary, the year of birth is 2013
year one primary, the year of birth is 2019
year two kindergarten, the year of birth is 2020
year one kindergarten, the year of birth is 2021

- 4.1 The Board will consider requests for exemption from this Regulation in the light of specific reasons, including cases where applicants would have repeated a year. These requests are to be addressed in writing not later than fifteen days from application dates.

Parents/ guardians are to write to the Church Schools Admissions Board as indicated in Paragraph. 17.5 and present the relevant documents requested by the Board. The Church Schools Admissions Board decides if the exemption request should be granted.

- 5.0 The total number of vacant places offered to Serious Cases is indicate in the Regulations of each level of Admissions. Hereunder we are indicating places offered from applicants with the support of an L.S.E, Social Cases and Asylum Seekers.

- 5.1 **The available places offered by schools for applicants who apply under serious cases are:**

Year One Kindergarten Schools	BOYS with support of an L.S.E.	GIRLS with support of an L.S.E.	BOYS Social Cases	GIRLS Social Cases	BOYS Asylum Seekers	GIRLS Asylum Seekers
St. Albert Fgura	1	0	0	1	1	0
St. Angela Lija	1	1	0	0	0	0
St. Angela Msida	1	2	0	0	0	0
St. Angela Rabat	2	1	0	0	0	0
St. Angela Żabbar	1	1	0	0	0	0
St. Francis Birkirkara	1	1	0	0	0	1
St. Francis Msida	1	0	0	0	0	0
St. Francis San Ġwann	0	1	0	0	0	0
St. Francis St Luċija	1	1	1	1	1	1
Theresa Nuzzo Hamrun	1	1	0	0	0	0
Total Places in Kindergarten One	10	9	1	2	2	2

Year Two Kindergarten Schools	BOYS with support of an L.S.E.	GIRLS with support of an L.S.E.	BOYS Social Cases	GIRLS Social Cases	BOYS Asylum Seekers	GIRLS Asylum Seekers
St. Albert Fgura	0	0	0	0	1	0
St. Aloysius Balzan	2	2	1	1	1	1
St. Angela Msida	0	1	0	0	0	0
St. Angela Rabat	1	1	0	0	0	0
St. Angela Żabbar	1	1	0	0	0	0
St. Dorothy Sliema		1		0		0
St. Dorothy Żebbuġ		1		1		0
St. Francis Birkirkara	0	0	0	0	1	0
St. Francis San Ġwann	1	1	0	0	0	0
St. Francis St Luċija	1	2	1	1	1	0
St. Jeanne Antide Gudja		4		2		2
St. Joseph Blata l-Bajda		3		1		1
St. Joseph Paola		1		0		0
St. Joseph Sliema		2		0		0
St. Monica Gżira		6		1		1
St. Monica Mosta		5		1		1
Total Places in Kindergarten Two	6	31	2	8	4	6

Year One Primary Schools	BOYS with support of an L.S.E.	GIRLS with support of an L.S.E.	BOYS Social Cases	GIRLS Social Cases	BOYS Asylum Seekers	GIRLS Asylum Seekers
De La Salle	4		1		1	
St. Augustine	8		1		1	
St. Benild /Stella Maris College	4		1		1	
St. Paul's Missionary College	4		1		2	
The Seminary	6		1		1	
Sacred Heart College		5		1		1
Our Lady Immaculate		2		1		0
St. Dorothy Sliema		0		0		1
St. Dorothy Żebbug		1		0		0
St. Jeanne Antide Gudja		0		2		2
St. Monica Birkirkara		1		1		1
St. Monica Gzira		1		1		1
Total Places in Year One Primary	26	10	5	6	6	6

Form One Secondary Schools	BOYS with support of an L.S.E.	GIRLS with support of an L.S.E.	BOYS Social Cases	GIRLS Social Cases	BOYS Asylum Seekers	GIRLS Asylum Seekers
De La Salle	2		0		1	
St Albert Valletta	0	0	0	0	1	1
St Aloysius College	1		0		2	
St. Dominic Savio	3		1		0	
St. Elias	5		0		1	
St. Michael	9		1		1	
Stella Maris	1		0		0	
Sacred Heart		0		1		1
Our Lady Immaculate		2		1		0
Total Places in Form One Secondary	21	2	2	2	6	2

- 5.2 Parents of Serious Case applicants are informed which schools still have an available place/s, if and when it is their turn according to the Admissions' Criteria and the relative ballot results.
- 5.3 In case of necessity, the number of places offered to children who require the support of a L.S.E. may vary from the indicated number in Paragraph 5.
- The total number of places offered for mainstream and the total number of places offered for serious cases would not be less than the published total amount in the Mainstream Regulations.
- 5.4 The amount of vacant places decreases once the first criteria applications have been made. A circular declaring the number of places filled, will be issued before the opening of the applications for "Other Applicants".
- 5.5 When a place is vacated from any school from a student with support, the school will decide how that place is filled. This place can be offered also as mainstream.

5.6 During the registration process some applicants from a church school will choose another school. Hence they will leave a vacant place in the church school. These vacant places will be offered as per Admission Regulations. For example, a boy attending church school “x” at second year kindergarten chooses another school for year one primary. The vacant post in school “x” that was going to be occupied in year one primary will be offered according to the Year One Primary Admissions Regulations.

6.0 RELIGION:

6.1 The aim 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. Church Schools will not offer an alternative subject to the teaching of the Catholic Religion.

6.2 St. Paul's Missionary College and St. Dominic Savio accept only candidates who present a Baptism Certificate of the Catholic Church or a Certificate stating acceptance in the Catholic Church.

6.3 St. Augustine College, the Seminary, Our Lady Immaculate Hamrun, St. Dorothy Żebbuġ and Sliema, Sacred Heart College and St. Angela Kindergartens accept applicants who present a Baptism certificate of the Catholic or a Christian Church.

6.4 The other schools accept Catholics, Christians and Others.

7.0 INFORMATION & DOCUMENTATION REQUIRED FOR THE APPLICATION:

7.1 Online applicants are required to provide the following information:

Child's name and surname; Child's ID card number; Child's Date of Birth; Child's Gender; Address, Locality & Post Code; Home Telephone Number; Mother's name and surname; Mother's ID card number; Mother's mobile number; Father's name and surname; Father's ID card number; Father's mobile number; Email address of one of the parents/guardians.

7.2 Documentation required to be uploaded during the online application.

- a. Catholics and Christians are to present the Baptism Certificate.
- b. Extract of the Birth Certificate from the Public Registry.
- c. Foreigners who do not have a Maltese identity card are required to write their passport number and upload a copy of their passport details instead of the identity card.
- d. A photo of the applicant.
- e. When applying parents or guardians will be asked to agree to The Declaration re Data Protection and Privacy. This Declaration may be viewed and/or downloaded from 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.
- f. The Declaration Educational Programme 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

This Declaration is not applicable for Kinder 1.

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 or 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.

The Educational Programme Declaration signed by the Head of School needs to be sent to Admissions Office not later than a week after the School Registration, for the application to be valid. If this is not submitted, then the Registration will be invalid.

- g. The application by one parent, or a representative of the parents, indicates that the parents agree about the application.

- g** In the case of separated parents when the Courts have decided that the care and custody is joint and both parents have legal rights re the education of their children, both parents need to indicate their consent. In such cases the relative and most recent legal document that defines the children's custody and educational responsibility is to be presented.

The application is invalid if one parent disagrees or is uninformed and has not given his / her consent.

Other Documents required when applying with the following criteria:

- gh. If applying according to the Criterion for Children from Church Homes(1a) or Criterion for Social Cases of children under Care Order (1i):**

A Declaration on the appropriate form signed by the Director of the Church Home / Residential Home to show that the child is a resident in the Church Home / Residential 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.church.mt

- 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;
- iii. In the case of adopted or fostered children, a certificate from the Agency concerned declaring the adoption or the fostering of the child is also required.
- iv. When applying according to paragraphs 1c ii, iii and iv, custody documents **AND** a Declaration under oath in front of a notary (paragraph 1c) are also required.

- h. Documentation required to be uploaded during the online application.**

- i. A written explanation about the case
 - ii. Relevant certificates including the Year 5 and Year 6 end-of-year result if available
 - iii. The *Statement of Needs* issued by the *Statementing Moderating Panel* and IEP
 - iv. 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
 - v. 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*.
 - vi. 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 31st October 2023
- i.** Applicants who have allergies and / or might need to use an Epi-Pen need to present the latest medical documents accordingly.
- j.** Documents which are not submitted with the application need to be submitted online on this link: <https://knisja.mt/forms/csm-missing-documents/>
Unless indicated otherwise, all documents for First Criteria applications have to be submitted by the 31st January 2024 and all documents for Third Criteria have to be submitted by the 31st March 2024. In case these are not sent, the application will be **invalid**.

8.0 APPLICATIONS

- 8.1 Parents may apply for Church School Admission online under Serious Cases.** Those who need assistance to fill the application online can phone as indicated in paragraphs 10.1, 10.2, 11.1 and 11.2.

- **Only one application per criterion for the same applicant is accepted.**
- **The information provided by those who apply under the criteria for employees, siblings, and transfers will be verified with the schools and the Secretariat accordingly.**

- 8.2** The applications and requests of Serious Cases are vetted by the Commission for Serious Cases. This Commission includes a representative for disabled persons recommended by the Episcopal Vicar for Community Service (Diaconia).

- 8.3** The applicants for admission into Kindergarten One and Two and Year One Primary are placed in one of these groups:

- applicants with a L.S.E. full-time one-to-one
- applicants with a L.S.E. shared / class support / shared for particular lessons/ particular times
- applicants who have or will have certification from an educational psychologist or similar which can lead to the assistance of an L.S.E. or similar, or whose process for statementing is in progress, and
- social cases.

The applicants for admission into Form One Secondary are placed in one of these groups:

- applicants with a L.S.E. full-time one-to-one
- applicants with a L.S.E. shared / class support
- applicants with a L.S.E. shared for particular lessons / particular times
- applicants who have or will have certification from an educational psychologist or similar which can lead to the assistance of an L.S.E. or similar, or whose process for statementing is in progress, and
- social cases.

The admission of children requiring support is hierarchically structured: first come those who have a Full-Time one to one support and at the end those who are in process of being statemented as indicated above.

8.4 ONLY the Commission for Serious Cases decides if an application proceeds to the ballot for Serious Cases or otherwise and it also studies and decides about applications which are still statementing in process.

9.0 FEES – These are charged to help cover administrative costs:

9.1 Fee on Application €25.
Fee for a Late Application €30.

10.0 APPLICATIONS SERIOUS CASES CRITERIA 1

10.1 Applications of the following Criteria: Children from Church Homes, children of employees in the same school, Siblings, Transfers, children exempted from attendance, children from Church Schools without Continuity, children of employees in another school and Social Cases of children under Care Order (Criteria 1a-1g and 1i), are filled:

- online on <https://church.mt/applications>
- Tuesday 21 November to Thursday 30 November 2023
- Those who require assistance to apply online may phone on 7999 0224 between 9:00 a.m. and 2:00 p.m.

Application forms are not downloaded or collected beforehand.
Documents referred to in Paragraph 7 are required.

10.2 Late Applications of Criteria 1:

- online on <https://church.mt/applications>
- 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.

10.3 Parents/ guardians who submit an application online for Criteria 1 are to contact Admissions Office as per instructions in Paragraph 17.5 should they not receive an acknowledgement for the application by Friday, 19 January 2024.

10.4 Applicants who are not considered as Serious Cases are informed through an email. They will be included as mainstream according to the relevant criteria. Those who do not wish to be included as mainstream need to inform the Commission by Friday, 19 January 2024.

10.5 The application number of applicants who are enrolled in a church school and the school they are enrolled in will be published on www.church.mt. No name will be shown.

11.0 APPLICATIONS SERIOUS CASES CRITERION 1h and CRITERIA 3 “OTHER APPLICANTS”

11.1 If applications are accepted, parents are to apply:

- online on <https://church.mt/applications>
- from Thursday 1 February to Wednesday 14 February, 2024

- Those who require assistance to apply online may phone on 7999 0224 between 9:00 a.m. and 2:00 p.m.

Application forms are not downloaded or collected beforehand.

Documents referred to in Paragraph 7 are required.

11.2 Late Applications **CRITERION 1h and Criteria 3 “Other Applicants”**:

- online on <https://church.mt/applications>
- 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.

11.3 Parents/ guardians who submit an application online for **CRITERION 1h and Criteria 3 “Other Applicants”** are to contact Admissions Office as per instructions in Paragraph 17.5 should they not receive an acknowledgement for the application by Monday, 18 March 2024.

11.4 The method of application will proceed as explained in Paragraphs 7, 8 and 9.

11.5 Applicants who are not considered as Serious Cases are informed through an email. They will be included in mainstream. Those who do not wish to be included as mainstream need to inform the Commission by Monday, 18 March 2024.

12.0 **BALLOTS SERIOUS CASES**

12.1 **BALLOTS SERIOUS CASES - CRITERIA 1**

12.2 The ballot and registration sessions will be streamed live on www.church.mt and a notary will be physically present and certify the whole process.

In the event the transmission is not broadcasted live due to technical problems, a recording of the sessions will be uploaded the soonest circumstances permit.

12.3 Ballots will be drawn as indicated in Paragraphs 2.1, 2.2, 2.3, and 2.4 when needed. A ballot is drawn to establish a rank order and the process continues until the names of all the applicants are drawn.

12.4 The drawing of the ballot for Serious Cases Criteria 1 will be transmitted live on www.church.mt on **Friday 5th April 2024** and starts at 9:30 a.m.

12.5 The Rank Order established by the Ballot will be published on the Curia Website www.church.mt The application number and the respective placing on the Rank Order established by the draw will be published. **No information will be given over the phone.**

13.0 **REGISTRATION CRITERIA 1 APPLICANTS**

13.1 The parents of children with the support of an L.S.E. will be able to choose a school for their children according to the availabilities provided by the schools.

13.2 The registration in schools of applicants with a L.S.E. full-time one-to-one, applicants with a L.S.E. shared / class support, applicants with a L.S.E. shared for particular lessons / particular times and applicants with a statement in process, is carried out according to the rank order established by the ballot for each group of applicants as indicated in paragraph 8.3. First to choose are those who rank first in each group. Then those who rank second in each group, etc.

For the applicants of Kindergarten 1, Kindergarten 2 and Year 1 Primary, first to choose is the one who ranked first and has a L.S.E full-time one-to-one. This is followed by the applicant who ranked first with a L.S.E. shared same class / class support / shared particular lessons or particular times. Afterwards, the applicant who ranked first whose statement is still in process. We will continue with this pattern with those who ranked second in each group.

For the applicants of Form 1 Secondary, first to choose is the one who ranked first and has a L.S.E full-time one-to-one. This is followed by the applicant who ranked first with a L.S.E. shared same class; then the applicant who ranked first with a L.S.E for shared particular lessons or particular times. Afterwards, the applicant who ranked first whose statement is still in process. We will continue with this pattern with those who ranked second in each group.

- 13.3** The parents of applicants referred to in paragraph 12.3 are contacted and informed which schools have an available place/s when it is their turn by rank order. Parents may choose one of the schools offered. If the offered place is not accepted, the next applicant from the same group is contacted. For example: if the place is offered to the first from the 1 - 1 group and the place is refused then it is offered to the second from the 1 - 1 group. Whoever does not choose a school may opt to remain on the waiting list in case a place from the same group is vacated. When this happens the process of choice of school will resume as explained in Paragraph 13.2.
- 13.4** When a school offers a place with support which was not declared on the regulations, according to paragraph 5.5, this will be offered to the first in rank of the group the school would have decided. If the place offered is not accepted, then it is offered to the next in rank of the same group.
- 14.0** **BALLOTS SERIOUS CASES - CRITERION 1h and CRITERIA 3 “OTHER APPLICANTS”**
- 14.1** For every year of entry, a ballot is drawn for each group of “Other Applicants Serious Cases” referred to in Paragraph 8.3. The ballots establish a rank order and the process continues until the names of all the applicants are drawn. Separate ballots, one for boys and the other for girls, will be drawn.
- 14.2** The drawing of the ballot for Serious Cases Criterion 1h **and** Criteria 3 “Other Applicants” will be transmitted live on www.church.mt on **Friday 5 April 2024** and starts at 10:30 a.m.
- 14.3** The Rank Order established by the Ballot will be published on the Curia Website www.church.mt The application number and the respective placing on the Rank Order established by the draw will be published. **No information will be given over the phone.**
- 15.0** **SCHOOL REGISTRATION “OTHER APPLICANTS”**
- 15.1** The parents of children with the support of an L.S.E. will be able to choose a school for their children according to the availabilities provided by the schools.
- 15.2** The process continues as explained in paragraphs 13.2, 13.3 and 13.4.
- 16.0** **Social Cases:** These applicants will be able to choose according to the rank established by the Ballot from the schools that offer availabilities for Social Cases.
- 17.0** **OTHER INFORMATION**
- 17.1** Children registered in a Church school are obliged to attend regularly the school which they registered in, from the beginning of the scholastic year.
- 17.2** 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.
- 17.3** All Secondary Schools request that they receive a copy of the results for Year 5 and Year 6 Primary.
- A copy of the result is to be passed to the School where the applicant is enrolled and authorisation is to be given to the Education Authorities to pass this information to the school. Failure to do so will result in forfeiture of the place on the school register.
- 17.4** **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 or Sensitive Data” will only be processed in accordance with the said Act – view Paragraph 7e.**
- 17.5** The Board and the Admissions Office can be contacted at: The Secretary, Church Schools Admissions, Secretariat for Catholic Education, Binja Josmar, 30, Idmejda Street, Balzan BZN 1521, or: cynthia.cassar@maltadiocese.org
- 17.6** Should an awaited reply as indicated in these Regulations not be received, one is to contact the Board by not later than a week after the relevant date.

- 17.7** Investigation of infringement of these Regulations follows the Infringement Procedures published on 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
- 17.8** 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.
- 17.9** **These Admission Regulations apply for entry in the coming scholastic year. It is possible that in the future they might be changed. It is possible that the situation in schools might change in the future. Therefore it is not guaranteed that present opportunities will also be available in the future. Opportunities may remain constant, they might decrease or increase.**
- 17.10** **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.**
- 18.0** **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
- 18.1** **The Maltese language version prevails in case of discrepancies between the Maltese and English language versions of these Regulations.**