



General Regulations for Admission into Church Schools, Malta Year 1 Primary 2024-2025 Applicants born in 2019

ADMISSIONS CRITERIA

1.0 CRITERIA 1 - MAINSTREAM: Apply with the higher criterion according to your case.

a. Children from Church Homes.

b. Church School Employees or Employees of the Secretariat for Catholic Education may register their children in the same school where the parent works, or in a school of the same religious entity. 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 (vide Paragraph 1.6).

Boys: De La Salle, St. Augustine, St. Benild (Stella Maris College), St. Paul's Missionary College, and the Archbishop's 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 College, St. Albert the Great, St. Francis Birkirkara, Cospicua, Imsida, San Ġwann, Sliema and St Lucija, Theresa Nuzzo Hamrun and Marsa.

ċ. 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.
- d. **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. Dorothy Sliema and Żebbuġ; between the Schools of St. Joseph Blata l-Bajda, Sliema and Paola; and 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 St. Monica Birkirkara during the next scholastic year.
- e. **Exemption from Regular Attendance in case family is abroad for serious reasons.** The admission of children who were exempted from attending the Church School they were registered in as their parents were going to be abroad for a serious reason. These children attend the school chosen during the process of entry of the previous year.
- f. **Kindergarten 2 pupils of Church Schools without Continuity.** These pupils participate in the Choice of School Ballot.
- g. **Children of Church School Employees or 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**”. They 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 Criterion 1g applies also for children of Employees who work in Church Schools and for children of Curriculum Heads of Departments of the Secretariat for Catholic Education who teach three times a week in a particular school where the level of entry is not Year 1 and when the children are not in a school without continuity.

Criterion 1g also applies to the children of Employees mentioned in the previous paragraph where there are classes in Year 1 but do not have any vacant places. If a vacancy arises Criterion 1b will apply and not Criterion 1g. These applicants need to apply under Criterion 1b and 1g.

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

Hence Children of employees in another school may apply under criteria 1g and take part in the choice of school ballot. They would be able to choose a school from those mentioned in paragraph 6 excluding St Aloysius College.

Parents who wish to include St Aloysius College along with the other schools need to apply as “Other Applicants”.

For children of employees in another school one is to choose if to apply under Criterion 1g and participate in the Choice of School Ballot but with restricted choice of schools or apply under Criterion 3 “Other Applicants” and take part in the Participation Ballot. If the latter proceed to the Choice of School Ballot, they will make their choice by rank order from all the schools.

- h** Applicants who are eligible to apply under criteria 1a – 1d and did not apply in the stipulated time may apply under criterion 1h on **the same dates of “Other Applicants”** (Paragraph 10) These applicants will be considered as “Other Applicants” and will participate in the ballots like “Other Applicants”. But they will be placed on the waiting list for the school they were eligible for before those who are in the general waiting list as indicated in paragraph 1.6
- 1.1** Criteria 1a–1g are hierarchically structured: children who were exempted from attendance are admitted first, then children from Church Homes, followed by children of employees in the same school, then Siblings, those requesting a transfer and children from Church Schools without Continuity, and the children of employees in another school will choose a school according to the choice of school rank order.
- 1.2** Applicants under Criteria 1a-1d will be accepted if the number of applications is not greater than the vacant places in the relevant school/s. If the number of applicants is greater:
1. children who were exempted from attendance are admitted first, then
 2. the children from Church Homes followed by
 3. children of employees in the same school, then
 4. the applicants whose siblings are going to be in the same Church school, then
 5. applicants whose siblings are going to be in a school of the same religious entity, and then
 6. those for transfers.

A ballot takes place amongst the applicants of a group when the number of applicants in that group is greater than the number of places.

- 1.3** If the number of vacant places is sufficient to cater also for all the children of Church Schools without Continuity but not for all the children of employees in another school, a ballot takes place for the children of these employees. The applicants who rank first will be able to take part in the Choice of School Ballot together with children from Church Schools without Continuity. If the number of vacant places is not enough for all the children from Church Schools without Continuity, the Choice of School Ballot will be held for applicants of this criterion only.
- 1.4** Children from Church Schools without Continuity and the children of employees in another school participate in the Choice of School Ballot together with “Other Applicants” of Criterion 3.
- 1.5** For the sake of transparency, the lists of names and criteria of applicants by school are published on www.church.mt
- 1.6** Initially some schools cannot offer placements i.e schools which feature a 0 in the ‘Number of Places’ column of Table in Paragraph 6. However a vacancy may arise in these schools either during or after the Registration process. Therefore those who are eligible need to apply.

On the same day of the Participation Ballot, particular ballots will be drawn for each school and each criterion. The following will participate in these ballots: the applicants for the schools which had no availabilities and the applicants who applied late, criterion 1h, according to the criterion they were eligible for. Ballots will be held for applicants of Employees (1b) and applicants for Employees who applied late (1h) for the same school and ballots for Siblings (1c) and Siblings who applied late (1h) for the same school. If need be this procedure will be applied also for applicants under the criterion of Children from Church Homes who applied late (1h) and those who applied late for transfer (1h).

These applicants will be placed in the waiting list according to the criterion hierarchy and rank order from the particular ballots.

2.0 CRITERIA 2 - 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.

- 2.1 The Regulations that govern admission in Church Schools of Serious Cases and of children who themselves or their parents sought asylum when they came to Malta, are being published as separate documents, entitled: *Regulations for Admission into Church Schools, Malta 2024-2025 – Serious Cases* and *Church Schools Admissions 2024-2025 Regulations for Asylum Seekers*, respectively. The Regulations for Serious Cases and for Asylum Seekers form part of these same Regulations. These documents are available on www.church.mt
- 2.2 The Regulations for Serious Cases provide for the admission of:
- **Serious cases of Criteria 1** i.e. Serious cases of children from Church Homes, children of employees in the same school, siblings, transfers, exempted from attendance, children from Church Schools without Continuity, children of employees in another school and Social Case of children under Care Order.
 - **Serious cases of Criteria 3** i.e. Serious cases of “Other Applicants”.
- 2.3 **Children who need the assistance of an L.S.E.** – This Criterion includes children who:
- are statemented and need the assistance of a Learning Support Educator (L.S.E.) or similar, and for whom the schools can provide an individualised educational programme (IEP).
 - have started or are about to start the statementing process at the Statementing Moderating Panel or at the C.D.A.U.
 - have or will have certification from an educational psychologist or similar, which can lead to the assistance of an L.S.E. or similar.
 - are applying for entry in kinder one and whose autism screening resulted in the possible requirement of L.S.E. support.

Relevant documents are to be submitted with the application.

- 2.4 Children who already have a statement of needs and who by application date have requested its review or appealed the Statementing Board’s decision must apply as a Serious Case. The Commission of Serious Cases studies and takes decisions regarding such cases.
- 2.5 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 support 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.
- 2.6 Applicants with a statement of needs reading ‘*Learner’s needs to be met by Class Teacher*’ apply as mainstream students. The application is **to include** the Statementing document issued by the Statementing Moderating Panel and the most recent psycho-educational report.
- 2.7 Applicants who 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.
- 2.8 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 2.13).
- 2.9 Applicants who fail to apply as indicated above and are registered in a Church School, will lose their right of enrolment in the Church School.
- 2.10 **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 Serious Cases Regulations paragraph 1.9).

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.

- 2.11 **Asylum seekers.** Children who themselves or their parents sought asylum when they came to Malta. A small number of places in Church Schools is being allocated to these children.
- 2.12 Asylum seekers who need the assistance of an L.S.E. as described in Paragraph 2.3 must apply according to the Regulations for Serious Cases as “Other Applicants” or according to the case itself.
- 2.13 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 group according to the support needed (see Paragraph 8.3 Serious Cases Regulations) 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 2.8).

3.0 CRITERIA 3 - MAINSTREAM - “OTHER APPLICANTS”

- 3.1 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.

- 3.2 Should the number of total applicants from Church Schools without Continuity and children of employees in another school be greater than the number of vacant places, applications from “Other Applicants” would not be filled.

4.0 SUBMISSION OF MORE THAN ONE APPLICATION

- 4.1 The Application under Criteria 1b (children of employees in the same school), Criteria 1c (siblings) and Criteria 1d (transfers) is also an application for Criteria 3. Therefore, there is no need for another application to be submitted. Those who do not wish to retain their Application under Criteria 3 are to write to the Board according to Paragraph 17.4. There are instances where the Application under Criteria 3 does not apply (see paragraph 4.7 and 4.8).
- 4.2 Those applying under Criteria 1b (children of employees in the same school) cannot apply under Criteria 1g (children of employees in another school) too and vice versa. This is unless both parents work in two separate church schools and Criteria 1b would apply for one parent and Criteria 1g would apply for the other parent. Another exception for this criterion applies when a parent is applying for a school which has no vacant places in this level. Example : a parent who works at St Albert and has a son or daughter for Year 1.
- 4.3 Applicants under the Criterion of Exemption from attendance (Crit. 1e) may also apply under the Criterion of “Other Applicants” (Crit. 3).

- 4.4 Applicants under the Criterion of Schools without Continuity (Crit. 1f) are not to apply also as “Other Applicants” (Crit. 3) because they will participate in the Choice of School Ballot.
- 4.5 Applicants under the Criterion of children of employees in another school (Crit. 1g) have to choose to either apply under Criterion 1g and participate in the Choice of School Ballot or apply under Criterion 3 “Other Applicants” and take part in the Participation Ballot.
- 4.6 The situation might present itself whereby an applicant would be able to submit an application both under the Criterion of children of employees in the same school (Crit. 1b) and also under the Siblings’ Criterion (Crit. 1c). In this case one may also apply as “Other Applicants” (Crit. 3).
- 4.7 The situation might present itself whereby an applicant would be able to submit an application both under the Criterion of children of employees in the same school (Crit. 1b) and also under the Criterion of Schools without Continuity (Crit. 1f). In this case one is not to apply also under “Other Applicants” (Crit. 3) because through the Criterion of Schools without Continuity one would already be participating in the Choice of School Ballot.
- 4.8 The situation might present itself whereby an applicant would be able to submit an application both under the Siblings’ Criterion (Crit. 1c) and also under the Criterion of Schools without Continuity (Crit. 1f). In this case one is not to apply also under “Other Applicants” (Crit. 3) because through the Criterion of Schools without Continuity one would already be participating in the Choice of School Ballot.
- 4.9 Applicants from a Church School with both a Primary and Secondary Level, but who wish to attend a different Church School may do so without forfeiting their place in the school where they are currently registered. In this case, they may apply as “Other Applicants” (Paragraph 3 and 10).
- 4.10 Applicants under Serious Cases are not to apply under another Criterion. If the Church Schools Admissions Board concludes that the application is not to proceed under serious cases, it will be placed under the relative criterion – view the Regulations for Serious Cases Paragraph 10.4.
- 4.11 Applicants who may submit more than one application will be asked to make their final choice of school (either their current school or the new one) on the School Registration day.
- 5.0 APPLICANTS’ YEAR OF BIRTH – Eligible applicants have to be born in 2019.**
- 5.1 The Board will consider requests for exemptions from this Regulation in the light of specific reasons, including cases where applicants would have repeated a year. These requests, together with relevant documents and other information requested by the Board, are to be addressed in writing to the Church Schools Admissions Board as indicated in Paragraph 17.4, not later than fifteen days from application dates. The Church Schools Admissions Board decides if the exemption request should be granted.
- 5.2 Children need to be toilet trained before starting school. Children who are still in nappies or pull-ups at the beginning of the scholastic year, will not be allowed to attend and will lose their place at that school. Exemption may be made for children with a statement of needs.

6.0 THE SCHOOLS WHICH ACCEPT CHILDREN IN YEAR ONE ARE:

BOYS' SCHOOLS	Locality	Mainstream Places	Serious Cases
De La Salle	Cottonera	88	6
St. Augustine College	Marsa	62	10
St. Benild (Stella Maris College)	Sliema	64	6
St. Paul's Missionary College	Rabat	40	7
The Seminary	Rabat	62	8
Total Boys		316	37

GIRLS' SCHOOLS	Locality	Mainstream Places	Serious Cases
Sacred Heart College	St. Julians	64	7
Our Lady Immaculate	Hamrun	45	3
St. Dorothy	Sliema	29	1
St. Dorothy	Żebbuġ	7	1
St. Joseph	Blata l-Bajda	0	0
St. Joseph	Paola	8	0
St. Joseph	Sliema	16	0
St. Monica	Birkirkara	21	3
St. Monica	Gżira	4	3
St. Monica	Mosta	0	0
St. Jeanne Antide College Primary	Gudja	10	4
Total Girls		204	22

SCHOOLS BOYS AND GIRLS	Locality	Boys		Girls	
		Mainstream Places	Serious Cases	Mainstream Places	Serious Cases
St. Albert the Great Primary	Valletta	0	0	0	0
St. Aloysius Primary	Balzan	3	0	2	0
Theresa Nuzzo	Marsa	0	0	0	0
Total Boys and Girls		3	0	2	0

- 6.1 The total vacancies for girls in mainstream is **206**. The total vacancies for girls under serious cases is **22**. The total vacancies for girls in mainstream and under serious cases is **228**. The total vacancies for boys in mainstream is **319**. The total vacancies for boys under serious cases is **37**. The total vacancies for boys in mainstream and under serious cases is **356**.
- 6.2 The total of serious cases includes children who need the assistance of an L.S.E., Social Cases and Asylum Seekers. If necessary the number of places offered in mainstream and for serious cases may vary but the total number of places offered would not be less than the published amount.
- 6.3 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".
- 6.4 During the first scholastic term, an exercise is carried out by St. Francis Birkirkara, Cospicua and Msida Schools to identify the number of students who will be transferring from St. Francis Kinder Schools to St. Francis Primaries. The remaining vacant places in each of St. Francis Primaries will be published once this exercise is finalised.

6.5 Initially some schools cannot offer placements because the places are filled by the children who are promoted from Kinder 2. If a vacancy arises in these schools, the vacant place will be offered according to the Criteria Hierarchy.

6.6 During the registration process some applicants from a church school will choose another school. Hence they will leave a vacant place in the school with continuity. These vacant places will be offered as per Admission Regulations. For example, a boy attending 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.

7.0 RELIGION:

7.1 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.

7.2 St. Paul’s Missionary College only accept candidates who present a Baptism Certificate of the Catholic Church or a Certificate stating acceptance in the Catholic Church.

7.3 St. Augustine College, the Seminary, Our Lady Immaculate Ħamrun, St Dorothy Żebbuġ and Sliema, Sacred Heart College accept applicants who present a Catholic or a Christian Baptism certificate.

7.4 The other schools accept Catholics, Christians and Others.

8.0 INFORMATION & DOCUMENTATION REQUIRED FOR THE APPLICATION:

8.1 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.

8.2 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 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

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.

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

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**.

9.0 APPLICATIONS

9.1 Parents may apply for Church School Entry online. Those who need assistance to fill the application online can phone as indicated in paragraphs 9.2, 9.3, 10 and 10.1.

- Only one application per criterion for the same applicant is accepted.
- Those who apply under the criteria for employees, siblings, transfer and schools without continuity are requested to give the necessary information according to the criteria they are applying under. All this information will be verified with the schools and the Secretariat accordingly.

9.2 APPLICATIONS CRITERIA 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, and children of employees in another school (Paragraph 1a-1g), are filled:

- online on <https://church.mt/applications> from 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 8 are required.

9.3 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.

10.0 APPLICATIONS CRITERION 1h and CRITERIA 3 “OTHER APPLICANTS” (Paragraph 3):

- 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 8 are required.

10.1 LATE APPLICATIONS CRITERION 1h and CRITERIA 3 “OTHER APPLICANTS” (Paragraph 3):

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

10.2 Parents / guardians who submit an application online for Criteria 1, including Serious Cases Criteria 1, are to contact Admissions Office as per instructions in Paragraph 17.4 should they not receive an acknowledgement for the application by Friday, 19 January 2024.

Parents / guardians who submit an application online for Criteria 3 and Criterion 1h, including Serious Cases “Other Applicants”, are to contact Admissions Office as per instructions in Paragraph 17.4 should they not receive an acknowledgement for the application by Monday, 18 March 2024.

10.3 A list of applicants under criteria 1a-1h, and criteria 3 will be published on www.church.mt

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

11.1 Fee on Application €25.

Fee for a Late Application €30.

11.2 A registration fee of €50 is paid on enrolment.

12.0 BALLOTS

12.1 **There will be two Ballots: PARTICIPATION BALLOT and CHOICE OF SCHOOL BALLOT.**

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 In the eventuality that an applicant’s name is not included in the ballot, the Church Schools Admissions Board will hold another ballot as explained hereafter. Three groups of numbers will be presented: two groups with numbers from 0 to 9, and another group with numbers from 0 to the number of hundredths of applicants. These three groups of numbers represent the units, the tens and the hundreds. A number is drawn from every group. The three numbers will establish the applicant’s number. It is probable that another applicant will already have the same number. If these two applicants are in the chance of choosing a place and only one place is available, a ballot will be drawn for them to determine who will be awarded the available place.

13.0 PARTICIPATION BALLOT – BOYS AND GIRLS : Tuesday 16th APRIL 2024

13.1 This Participation Ballot will select the “Other Applicants” who will be entitled to participate in the ‘Choice of School’ Ballot. The Ballot is open **ONLY** to “Other Applicants” **including those who applied under Criterion 1h**. These applicants will be ranked according to this ballot. There will be a Participation Ballot for girls and another one for boys.

- 13.2** The drawing of the Participation Ballot will be transmitted live on www.church.mt on Tuesday, 16th April 2024. The ballot for **BOYS** will start at 9:30 a.m. and that for **GIRLS** at 12:00 p.m.
- 13.3** The Rank Order established by the Participation Ballot will be published on the Curia Website www.church.mt. The application number, name and surname and the respective placing on the Rank Order will be published. **No information will be given over the phone.**
- 13.4** The number of “**Other Applicants**” entitled to participate in the ‘Choice of School’ Ballot will be equal to the number of places remaining after the total of mainstream places awarded under the Criteria of children in Church Homes, children of employees in the same school (Paragraph 1b), siblings, transfers, children who resume school who had been exempted from attendance, Kinder 2 pupils of Church Schools without Continuity, and children of employees in another school (Paragraph 1g), (Paragraph 1a-1g), and siblings who are applying for the same year of entry (twins) or other years of entry (Paragraph 3.1), is deducted from the total number of places available in all of the schools together (Paragraph 6, boys = **319**, girls = **206**).
- 14.0 CHOICE OF SCHOOL BALLOT - BOYS & GIRLS : Friday 19th April 2024**
- 14.1** This ballot will establish a Rank Order which determines the procedure for the actual School Registration process, the applicant drawn first will be entitled to choose first; etc.
- 14.2** The total number of vacant places will be published on the day of the Choice of School ballot. The following will participate in the Choice of School Ballot: Kindergarten 2 pupils of Church Schools without Continuity (Paragraph 1f) and children of employees in another school (Paragraph 1g), and “Other Applicants” as determined by the Participation Ballot (Paragraph 13).
- 14.3** The total number of places to be awarded by the Choice of School Ballot will be the total number of remaining mainstream places **AFTER** the number of places awarded under the Criteria of children in Church Homes, children of employees in the same school, siblings, transfers, children who had been exempted from attendance (Paragraph 1a-1e), and siblings who are applying for the same year of entry (twins) or other years of entry (Paragraph 3.1) is deducted from the total number of places available in all of the schools together (boys = **319**, girls = **206**, Paragraph 6).
- 14.4** The drawing of the Choice of School Ballot will be transmitted live on www.church.mt on Friday, 19th April 2024. The ballot for **BOYS** will start at 9:30 a.m. and that for **Girls** at 11:00 a.m.
- 14.5** The Rank Order established by the Choice of School Ballot will be published on the Curia Website www.church.mt. The application number, name and surname and the respective placing on the Rank Order established by the draw will be published.
- 15.0 SCHOOL REGISTRATION - For applicants without any type of support (mainstream)**
- 15.1 Parents who are due to register their children in a church school will receive an email a few days before the School Registration** and will be reminded of details regarding the actual Registration as per Paragraph 15.5. They will also be informed about the number of vacancies available in each school. **No information will be given over the phone.**
- 15.2** A list with the names of those taking part in the school registration process, in rank order number, will be published on www.church.mt
- 15.3** An online meeting will be held with the parents. During this meeting Head of Schools will provide information with regards their school. Information with regards the registration process is also given. This meeting will take place: Boys **Monday 20th May** and for Girls **Thursday 23rd May**. Meeting starts at 3:30pm. Link to this meeting will be sent to the parents in the email mentioned in paragraph 15.1
- 15.4** The school registration session will be transmitted live on www.church.mt. During the transmission, the parents will be called according to the rank order and will be asked to register their child in a school.
- 15.5** School registration for **BOYS** will be held on **Tuesday 21st May 2024** and start at 9:30 a.m.
School registration for **GIRLS** will be held on **Friday 24th May 2024** and start at 9:30 a.m.
- 15.6** It is imperative that parents/ guardians are available to make their school registration on the day and at the time indicated above. We will contact one person at a time according to the Choice of School Ballot rank order. It is the parents’ responsibility to be available or authorise someone else to carry out the school registration on their behalf.

- 15.7 If the parents cannot be reached the next one on the rank order list will be called and the process will continue. However, other attempts will be made to try to reach the parents who could not be contacted. A separate telephone number will be available for such an emergency. The non-contacted parents may try to contact us on 7951 5491. Once contacted these parents will be able to register their child but will not be able to change choices already made. If this procedure is not successful it cannot be interpreted as a shortcoming on the part of the Admissions Board.
- 15.8 Parents who opt not to send their child to a Church School will be registered as “No Choice”.
- 15.9 After the school registration session, the process continues through emails.
- 15.10 If vacancies remain, once this session of the registration process has been concluded, the next applicant/s on the ballot list will be eventually contacted. S/he will also be given the opportunity to fill the ‘Schools Preference Form’.

16.0 WAITING LIST

- 16.1 After each session of the registration process parents will be given the opportunity to indicate alternative schools. The ‘Schools Preference Form’ will be made available online and by email. This form may also be filled by parents who opt not to register their son/ daughter, without losing their place on the rank order as established by the Choice of School Ballot Paragraph 14.1.
- 16.2 On the preference form, parents indicate their preference to 5 alternative schools. Parents interested in schools which have no vacancies, and which in the Schools Table of Paragraph 6 have a 0 in the Number of places column, can indicate their preference for those schools as well.
- 16.3 The parents’ preferences make-up the waiting list. This waiting list will be published on www.church.mt and is updated from time to time. The waiting list is used when a place in a school becomes vacant. This is offered according to the Admissions Criteria Hierarchy, and/or to the highest ranking applicant in the Choice of School Ballot who had preferred that school but could not choose it.
- 16.4 The preference form can be revised only once. It will start counting once the new waiting list is published.
- 16.5 In certain schools, the school attendance of applicants who fill a vacated place after the beginning of the scholastic year might be postponed to the next scholastic year.
- 16.6 The rank order established through the Participation Ballot and the Choice of School Ballot serves as the general waiting list and remains active till 30th June 2025 for admission in year one primary for scholastic year 2024-2025.

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 information provided to the Church Schools Admissions Board in relation to oneself or ones child which according to the Data Protection Act 2018 is “Personal Data” will only be processed in accordance with the said Act – view Paragraph 8e.**
- 17.4 The Board and 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
- 17.5 Anyone who does not receive a reply as indicated in these Regulations within a week of the relevant date should contact the Board.

- 17.6** 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
- 17.7** 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.
- 17.8** **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 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.**
- 17.9** 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.