



## **Regulations for Transfer of Students between St Francis Schools 2025-2026**

### **1.0 KINDERGARTEN 2 STUDENTS**

- 1.1 After Kindergarten 2, the students attending the kindergartens at St Francis Birkirkara, Msida, San Ġwann and Santa Luċija go to a St Francis primary at Birkirkara, Cospicua or Msida.
- 1.2 Applications are held **online**, from Tuesday, 22nd till Tuesday, 29th October, 2024. [Click here](#) or go to <https://church.mt/stfrancisapplications> to apply. Once the application is submitted, an email is automatically sent with the application number and the information submitted. Another email, with the confirmation of the application will be received by 1st December 2024. In case this is not received, after checking the spam and junk boxes, you may communicate with the Admissions Office as per details hereunder (paragraph 8).
- 1.3 While filling the application, the parents need to put down their preference to which St Francis Primary School they would like their children to go to.
- 1.4 Those applying under the employees' or siblings' criteria are asked to give the information according to the criterion they are applying for. This information will be verified with the school.
- 1.5 In case of more than one sibling already in a St Francis school, on the application give details of the sibling in the lowest grade. Ex: a sibling in Year 4 and another one in Year 1. Give details of the sibling in Year 1.
- 1.6 A fee of €5 to cover administrative expenses applies for each application. Payment is done online with a VISA card.
- 1.7 For any assistance while filling the online application, one can phone on 2203 9360 from Monday to Friday between 8:00 a.m and 3:00 p.m or the school the student attends.

### **2.0 Criteria**

- 2.1 **First Criterion: Children in the same school.** This means those students attending at Birkirkara will remain at Birkirkara and those at Msida will remain at Msida. Students attending St Luċija proceed to Cospicua and those at San Ġwann proceed to Msida. Should anyone wish to attend a different St Francis primary than those linked with this criterion (2.1), then they need to apply under criterion 2.6, unless they fall under one of the other criteria.
- 2.2 **Second Criterion: Children of full-time employees in the same school.** Example: employed at Birkirkara, their child will be registered at Birkirkara; employed at Msida or San Ġwann, their child will be registered at Msida; employed at Cospicua or St Luċija, their child will be registered at Cospicua.
- 2.3 **Third Criterion: Children of full-time employees in another St Francis School.** Example : employed at Birkirkara to apply for Msida; employed at Sliema to apply for Birkirkara.
- 2.4 **Fourth Criterion: Children whose sibling will be attending the same school.** Those whose sibling will be attending Birkirkara will be registered at Birkirkara, those whose siblings will be attending Msida or San Ġwann will be registered at Msida and those whose siblings will be attending Cospicua or St Luċija will be registered at Cospicua. This does not apply when the sibling is in Year 6 since the following year, the sibling will be in another school.
- 2.5 **Fifth Criterion: Children whose siblings will be in another St Francis School or sibling is in Year 6 at St Francis School .**
- 2.6 **Sixth Criterion: The rest of the students who are in St Francis Kindergarten 2** who do not fall under any of the criteria above.

3. The available places for Year 1 Primary at St Francis Schools are:

School	Location	Telephone Number	Boys	Girls
St. Francis	Birkirkara	21442205	28	20
St. Francis	Cospicua	21665410	40	32
St. Francis	Msida	21335513	28	20
<b>Total Boys and Girls</b>			<b>96</b>	<b>72</b>

- 3.1 If there is the need, the number of boys or girls can vary but not the total for each school.

#### 4.0 **SCHOOL REGISTRATION AND CRITERIA HEIRARCHY**

If everyone can be registered at the school of preference, then the transfer concludes here. If not, the registrations will follow the criteria hereunder.

First, those who are in the same school. (Criterion 2.1).

Second, children of full-time employees in the same school. (Criterion 2.2).

Third, children of full-time employees in another St Francis school. (Criterion 2.3).

Fourth, children whose siblings will be attending the same school (Criterion 2.4). This does not apply for those whose sibling is in Year 6 since the following year they will not be in the same school.

Fifth, children whose siblings will be attending another St Francis School or the sibling is in Year 6. (Criterion 2.5).

Sixth, the rest of the students attending St Francis Kindergarten 2. (Criterion 2.6).

#### 4.1 **Particular Ballots and Common Ballot**

If a school is going to be filled and there isn't availability for all the applicants of the following criterion, then a ballot for that particular school is held. Those applicants who applied under this particular criterion will participate in this particular ballot. Those who rank first will be offered the available places.

Those applicants of the criterion who are not offered places, the applicants of the following criteria of the same school and applicants of other schools who are not offered a place will take part in a common ballot. The common ballot will determine the choice of a St Francis school, places permitting.

Explanation: If after the registration of the boys of the first, second and third criteria for Birkirkara Primary, 4 places are left vacant for boys and we have 6 boys whose siblings will be at Birkirkara, then a ballot is held amongst these applicants. Those who rank first will be offered the available places.

Those applicants who are not offered a place, the applicants of the following criteria and other applicants from other schools who have not been offered a place, will participate in a common ballot to determine the sequence of who will choose first, second, etc. from the other St Francis Schools.

To keep to the same number per class, separate ballots will be held for boys and girls.

Should a ballot be needed, ballots and school registration will be held online on Thursday 19th December 2024 and start at 10:00 a.m. Access to this live transmission will be on [www.church.mt](http://www.church.mt)

- 4.2 Later on, if a vacancy arises in any of the St Francis schools, the vacancy will be offered according to the criteria heirarchy and the ballot results.

- 4.3 The procedure as explained in para. 4.0 and 4.1. applies also to children who need the support of an LSE.

5. Later on, the Admissions Office will communicate with you which school your children are registered at.

6. Those who would like to attend a different school, need to apply according to the Church Schools Admissions Regulations in Malta 2025-2026 which will be published around the third week of November 2024.

7. Every decision taken by the Admissions Office and Serious Cases Commission is final.
8. In case of assistance one may phone on 2203 9360 or send an email on [admissions@maltadiocese.org](mailto:admissions@maltadiocese.org)