



Secretariat for Catholic Education

16 The Mall, Floriana FRN 1472. Tel: 27790060

Regulations for Admission into Church Schools, Malta Year 1 Primary - 2015-2016

Admissions Criteria

1. Applicants to be Awarded a Place :

a. Children from Church Homes.

Siblings in the same school or a school of the same religious congregation, residing in the same house and within the same family; one of the siblings must still be attending a Church school during scholastic year 2014-2015. Applicants may be registered in the same school as their sibling, or in a school run by the same religious congregation. The criterion for siblings may also apply in other years if vacancies occur.

In a school for girls only, the criterion for siblings will not apply if the applicant is a boy; and vice-versa. In this case, the applicant may apply under the Other Applicants criterion (Para. 3).

Children of Church School Employees in the same school where the parent works, or in a school belonging to the same congregation when the school is on the same site or when there is no admission to a higher level, and when the applicants are of the same gender as that of those enrolled in the higher level. The parent should at least have been in post for one year from the beginning of the next scholastic year. This is not applicable to employees on *Full-Time Reduced Hours*. The parent has to still be *full-time* employed with the school at the beginning of the next scholastic year.

This criterion does not apply when the parent works in a girls-only school and the child is a boy and vice-versa. Those who do not qualify for a place in this context may apply under the Other Applicants criterion (Para. 3).

The schools which can accept children of Church School Employees in Year 1 are:

Boys: De La Salle, St. Albert the Great, St. Augustine, St. Benild (Stella Maris College), St. Paul's Missionary College, The Archbishop's Seminary.

Girls: Convent of the Sacred Heart, Our Lady Immaculate, St. Dorothy Żebbuġ, St. Dorothy Sliema, St. Francis Sliema, St. Jeanne Antide College Primary School Gudja, St. Jeanne Antide College Immaculate Conception Secondary School Tarxien, St. Joseph Blata I-Bajda, St. Joseph Paola, St. Joseph Sliema, St. Monica Birkirkara, St. Monica Gżira.

Boys and Girls: St. Francis: Birkirkara, Cospicua, Msida.

Children attending a Church School who wish to be transferred to another Church School belonging to the same congregation. This applies between the Schools of St. Dorothy Sliema and Żebbuġ; and between the Schools of St. Joseph Blata I-Bajda, Sliema and Paola.

Kindergarten 2 pupils of Schools without Continuity. These pupils participate in the Choice of School Ballot.

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 during the entry process as parents were going to be abroad for a serious reason.

1.1 Criteria 1a-f are hierarchically structured: children who were exempted from attending school as parents were going to be abroad for a serious reason are admitted first, then children from Church Homes, then siblings, then children of Church School Employees, then those requesting a transfer, then Kindergarten 2 pupils of Schools without Continuity.

1.2 Applications under Criteria 1a-e will be accepted if the number of these applications is not greater than the vacant places in the relevant school/s. If the number is greater, a ballot will be held amongst the applicants of each criterion according to the criteria hierarchy. With reference to siblings and when there is no vacancy, siblings may choose another school of the same religious congregation if this is the case. The others are to participate in the Participation Ballot.

1.3 Initially some schools cannot offer placements i.e schools which feature a 0 in the 'Number of Places' column of Table in Para. 5. However, if a vacancy arises in these schools either during the Choice of School process or due to other reasons, the vacant place will be offered according to the Criteria hierarchy and/or according to the rank order established by the ballot. Henceforth, one is to apply if interested in a placement in a school which does not have vacant places (vide also Para. 17).

1.4 During the Choice of School process a vacancy may arise in a school for which applicants under Criteria 1a-d had not been awarded a place. In such a case, such a vacancy will be offered according to the Criteria hierarchy and according to the place resulting from the relevant ballot.

For the sake of transparency, the lists of names and the order of applicants by school are published on www.thechurchinmalta.org. If a vacancy arises for which one of Criteria 1a-d can be applied, this takes precedence even over the General *Waiting List*.

2. A limited number of children considered as **Serious Cases:**
- 2.1 Children who are statemented and need the assistance of a Learning Support Assistant (L.S.A.) or similar; or who can be considered as Serious Cases and for whom the schools can provide an individualised educational programme (IEP).
Whoever has the assistance of an L.S.A. or similar, or has started or is about to start the statementing process at the Statementing Moderating Panel or at the C.D.A.U., or has or will have certification from an educational psychologist or similar, and which can lead to the assistance of an L.S.A. or similar, must apply as a Serious Case.
 Those who do not apply according to the Serious Cases criterion are declaring that their child does not need the assistance of an L.S.A. or similar. **Consequently, if it is discovered that an applicant who was enrolled in a Church school failed to apply as a Serious Case when at Application stage he/she already had the assistance of an L.S.A. or similar or had started or was about to start the statementing process at the Statementing Moderating Panel or at the C.D.A.U., or had or will be having certification from an educational psychologist or similar which can lead to the assistance of an L.S.A. or similar, he/she loses his/her place in that school.**
- 2.2 Applications in mainstream have to be made for children with a 'Statement of needs' reading '*Learner's needs to be met by Class Teacher*'. When applying, the Statementing document issued by the Statementing Moderating Panel is to be submitted.
- 2.3 **Social Cases.** The category does not cover cases, reason of which is only one of the following: children of unmarried mothers; separation in marriage; adoption; fostering. Children under *Care Order* fall in this category.
- 2.4 **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.
- 2.5 Applicants whose application originally was not filled as a Serious Case, but whose case evolves as needing the support of an L.S.A., will be placed last on the relative list of Serious Cases. In the circumstance that more than one such case result, the sequence to be adopted when a vacant place transpires will proceed according to their ballot rank order i.e., if in the Choice of School Ballot they ranked 68th, 120th and 200th, and the last applicant on the list of those requiring a Shared LSA is ranked 10th, the 68th applicant will be ranked 11th; the 120th will be ranked 12th, and the 200th will follow as number 13. The filling of a vacant place is dictated by the ballot rank order and not by the date when Admissions Board was informed.
- 2.6 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 2015-2016 – Serious Cases* and *Church Schools Entry 2015-2016 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 the website www.thechurchinmalta.org
3. **Other Applicants:** to be drawn by ballot.
- 3.1 Siblings may apply as Other Applicants for admission into the same Year (e.g. twins), or different Years. If the elder sibling is awarded a place, the younger sibling will also be awarded a place as per Siblings criterion (para. 1b). This applies when a vacant place results, but it is not applicable in the filling of places by serious cases as these placements are carried out according to the rank order established by the ballot for Serious Cases. On the Application Form, 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.
4. Eligibility: Applicants born in the year 2010.
 The Board will consider requests for exemptions from applicants who would have repeated a year during their Kindergarten Course. These requests are to be addressed to the Secretary as indicated in Para. 21.
5. Participating Schools:

School	Locality	Telephone	Number of
Boys:		Number	Places
De La Salle	Cottonera	21826447	96
St. Albert the Great	Valetta	21225708	22
St. Aloysius College Primary	Balzan	21443248	0
St. Augustine College	Marsa	21246613	75
St. Benild (Stella Maris College)	Sliema	21313647	75
St. Paul's Missionary College	Rabat	21459536	48
The Seminary, Malta	Rabat	21455497	75
Total Boys			391

Girls:			
Convent of the Sacred Heart	St. Julians	21336238	75
Our Lady Immaculate	Ħamrun	21236418	50
St. Dorothy	Sliema	21313465	30
St. Dorothy	Żebbuġ	21466137	7
St. Joseph	Blata l-Bajda	21237936	14
St. Joseph	Paola	21800372	6
St. Joseph	Sliema	21330235	10
St. Monica	Birkirkara	21490992	21
St. Monica	Gżira	21340127	14
St. Monica	Mosta	21432334	0
St. Jeanne Antide College, Primary	Gudja	21696187	10
Total Girls			237

Boys and Girls:			Boys	Girls
St. Francis	Birkirkara	21442205	7	7
St. Francis	Cospicua	21828255	18	0
St. Francis	Msida	21335513	6	3
Theresa Nuzzo	Marsa	21240393	0	0
Total Boys and Girls			31	10

- 5.1 The objective 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. St. Augustine College, St. Paul's Missionary College, The Seminary (Malta), St. Monica B'Kara, Gżira and Mosta, and the Convent of the Sacred Heart, only accept candidates who present a Baptism Certificate of the Catholic Church or a Certificate stating acceptance into the Catholic Church.

6. Documentation Required:

- a. Catholics: to present the Baptism Certificate (original, not a photocopy).
- b. Birth Certificate from the Public Registry (original, not a photocopy).
- c. ID Card of the mother and/or father.
- d. 1 passport-size photo of the applicant.
- e. Separated parents: most recent document that defines the custody of children and their educational responsibility. In cases where the latter responsibility falls under joint custody, a letter signed by both parents affirming their consent to the application has to be presented.

Besides the documents enlisted in a-e, the following documents per criterion are also required:

- f. **If applying according to the Criterion for Children from Church Homes:** a declaration on the appropriate form signed by the Director of the Home to show that the child is a resident in the Church Home. This declaration is to be made on the same day of the application. The preferred choice of school is also to be indicated.
 - g. **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 (original);
 - ii. A photocopy of the identity cards of both parents; and
 - iii. A declaration on the appropriate form filled in and signed by the Head of School where the other sibling attends. This declaration is to be collected from the school on Monday 17th, Tuesday 18th and Wednesday 19th November 2014 between 9.00 and noon.
 - g. **If applying according to the Criterion for Employees, transfers or Kinder 2 pupils of Schools without Continuity:** a declaration on the appropriate form, filled in and signed by the Head of School. This declaration is to be collected from the school on Monday 17th, Tuesday 18th and Wednesday 19th November 2014 between 9.00 and noon.
 - għ. **If applying for children who were exempted from attending school as family is abroad for serious reasons: no documents are presented and no fee is charged in this case.**
7. Fee on Application: €14. This will help cover administrative costs.

Applications

8. The forms for applications mentioned hereafter in para. 8.1 and 9 are neither downloaded from the website of the Archbishop's Curia nor are they collected beforehand. The filling of Application forms is organized as follows:
 Applicants whose surname starts with a letter from A-G are to apply on the first day;
 Applicants whose surname starts with a letter from H-Z are to apply on the second day;
 Other day is available for all applicants.

- 8.1 Those who are being awarded a Place according to Para. 1 a-f will submit their application at **The Seminary Rabat Malta, at St Angela School Zabbar, at St Elias College St Venera, or at St Michael's School St Venera, on Monday 24th (surnames A-G), on Tuesday 25th (surnames H-Z) and on Wednesday 26th November, 2014 (all applicants), between 9.00 a.m. and 2.00 p.m.** Documents referred to in Para. 6 are required.
- 8.2 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 (Paras. 3 and 9).
- 8.3 Applicants whose elder sibling already attends a Church School but who wish to attend a different Church School may do so without forfeiting their right to register in the school of the other sibling. In this case, they are to apply both under the Criterion for Siblings (Para. 1b) and also as Other Applicants (Paras. 3 and 9) or any other Criterion. However, it is required that on the Application Form they declare that they are applying under both criteria. If this is not adhered to, they will forfeit this right. The same process applies to applicants under the Criterion for Employees.
- 8.4 Applicants referred to in Paras. 8.2 and 8.3 will be asked to make their final choice of school (either their present school or the new one) on the day of Choice of School (Paras. 14 and 15).
9. Applications for admission by **Other Applicants** (Para. 3) will be accepted in any one of the following schools: **De La Salle College, Cottonera; St Aloysius College Primary, Balzan; St Aloysius College Secondary, B'Kara; St Augustine College, Pietà; and St Paul's Missionary College, Rabat on Monday and Tuesday 2-3 February and on Monday 9 February between 9.00 a.m. and noon.** Documents referred to in Para. 6 a-e are required.
- 9.1 **Late Applications by Applicants of Criteria 1 (Para. 1) will be accepted on Monday 15th December 2014 and those by Other Applicants (Para. 3) will be accepted on Friday 27th February 2015. Late Applications are submitted at the offices of the Archbishop's Curia Floriana between 9.00 a.m. and 1.00 p.m.**
10. Numbered lists indicating the names of those who applied according to criteria 1 a-f will be published on the website www.thechurchinmalta.org

Ballots

11. There will be two Ballots: a. 'Participation' Ballot; b. 'Choice of School' Ballot.
- 11.1 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. The probability stands 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.
12. **Participation Ballot – Saturday, 21st March 2015**
The Participation Ballot will be open **ONLY** to **Other Applicants** (Para. 3), all of whom will be ranked by lot. Boys and Girls will be put on separate Rank Orders in two different ballots. The Participation Ballot will select the Other Applicants who will be entitled to participate in the 'Choice of School' Ballot.
- 12.1 The number of **Other Applicants** entitled to participate in the 'Choice of School' Ballot will be equal to the number of remaining places after the total number of places awarded under the Criteria of Children in Church Homes, Siblings, Employees' Children, Transfers, Kinder 2 pupils of Schools without Continuity, and children who were exempted from attending school as parents were going to be abroad for a serious reason, Serious Cases (para. 1 a-f, 2), and siblings applying this year (Para. 3.1) is deducted from the total number of places available in all of the schools together (Para.5, boys = 422, girls = 247).
- 12.2 The Participation Ballot will be held on Saturday, 21st March 2015 at the Archbishop's Seminary, tel. 21455497. The ballot for boys will begin at 9.00 a.m. This will be followed at around 11.15 a.m. by the ballot for girls.
- 12.3 The Rank Order established by the Participation Ballot will be published on the Curia Website www.thechurchinmalta.org The application number, name and surname and the respective placing on the Rank Order established by the drawing of lots will be published. **No information will be given over the phone.**
13. **Choice of School Ballots - Saturday, 28th March 2015**
By this ballot, a Rank Order will be established so as to determine the procedure for the actual Choice of School: the applicant drawn first will be entitled to choose first; etc. The following will participate in the **Choice of School Ballots**: Kindergarten 2 pupils of Schools without Continuity (Para. 1e), and Other Applicants (Para. 3) as determined by the Participation Ballot (Para. 12). The total number of vacant places will be published on the day of the Choice of School ballot.

13.1 The total number of places in Church Schools to be awarded by the Choice of School Ballot will be the total number of remaining places **AFTER** the number of places awarded under the Criteria of Children in Church Homes, Siblings, Employees' Children, children who were exempted from attending school as parents were going to be abroad for a serious reason, Serious Cases (Para. 1 a-c, f, 2), and siblings applying this year (Para. 3.1) is deducted from the total number of places available in all of the schools together (Para. 5, boys = 422, girls = 247).

13.2 The Choice of School Ballot will be held on Saturday, 28th March 2015, at the Archbishop's Seminary, tel. 21455497.

Choice of School Ballot - Boys	9.00 a.m.
Choice of School Ballot - Girls	10.30 a.m.

13.3 The results of the Choice of School Ballot will be published on the Curia website: www.thechurchinmalta.org. The application number, name and surname and the respective placing on the rank order will be published.

13.4 **Those concerned will receive this result by post at home**, and will be reminded of the details for the actual Choice of School (Paras. 14 and 15). They will also be informed about the number of vacancies available in each school. **This correspondence is sent to parents about a week before the Choice of School. No information will be given over the phone.**

13.5 **The 'Schools Order of Preference Form' will also be sent together with this notification (for further detail vide Para. 17).**

Choice of School

14. **Boys:** The Choice of School will be made at The Seminary Rabat, Tel. 21455497.

Rank Order 001 – ZZZ*	Saturday, 2nd May 2015	9.00 a.m.
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15. **Girls:** The Choice of School will be made at St Monica School, Birkirkara, tel. 21490992.

Rank Order 001 – ZZZ*	Saturday, 9th May 2015	9.00 a.m.
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*ZZZ represents the number established in Para. 13.1

16. Latecomers will still retain their right to effect choice of school according to their Rank Order. However, choices already made will stand. Therefore, applicants who have ranked in the Choice of School should be present as explained above.

16.1 It is the parents' responsibility to be present for the choice of school or to authorise someone else to be present in their stead. When the parents are absent for the choice of school due to an emergency, the Admissions Board may try to reach the applicant's parents and if necessary register the applicant, on their behalf, in the school of their choice where vacant places are still available. If this procedure is not adopted, this cannot be interpreted as a shortcoming on the part of the Admissions Board.

It would be beneficial if during the Choice of School, parents who opt not to send their child to a Church School, inform the Admissions Board of their decision.

17. Parents are to hand in the 'Schools Order of Preference Form' during the Choice of School. **Parents are instructed to indicate their order of preference of schools by writing a number next to the names of five schools**, the digit 1 being the highest preference and so on. Preference is also to be indicated with regards to schools which feature a 0 in the 'Number of Places' column of Table in Para. 5, if the parents are interested in the same schools (vide Para. 1.3). Parents are to hand in this Form during the Choice of School exercise.

17.1 Parents may choose their preferred school as long as vacant places are available.

17.2 Parents may choose an alternative school once the vacant places in a particular school of their preference are filled up.

17.3 Parents may even opt not to register their son/ daughter in any school without losing their place on the rank order as established by the Choice of School Ballot Para.13.

17.4 If a vacancy arises in any of the participating schools, it is offered according to the Admissions Criteria hierarchy, and/or to the highest ranking applicant, according to the Choice of School Ballot, who had preferred that school but could not choose it. When processing the 'Schools Order of Preference Form', only schools indicated by parent as having higher preference than the applicant's school of enrollment will be taken into consideration. The parent's indication of schools having a lower preference than the applicant's school of enrollment will not be considered.

17.5 If vacancies remain once this process has been concluded, the next applicant on the list will be called. He/she will also be asked to fill the 'Schools Order of Preference Form'.

17.6 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.

18. 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 2016.

Other Matters

19. Children registered in a Church school are obliged to attend regularly the school in which they registered as from the beginning of the scholastic year.
- 19.1 An exemption can be given in case parents are going to be abroad for a serious reason like work, sickness or study for a period of one scholastic year as from the date when the child should start attending school. To be given this exemption, parents need to write to the Admissions Board to inform the Board of their need, the duration of their stay abroad and 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 providing the necessary details. The Board will inform the parents about the decision taken. The decision of the Board is final. The place reserved for the child will not remain available if the exempted child does not start attending school by the stipulated date.
20. All information that you provide to the Church Schools, Admissions Board in relation to yourself or your child constitutes Personal Data for the purposes of the Data Protection Act 2001. The Board will only process such data in accordance with the said Act. Details of Data Protection Policy can be accessed on: www.thechurchinmalta.org
21. The Board can be contacted on: The Secretary, Church Schools Admissions Board, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, or: marisa.ellul@maltadiocese.org
22. Whoever does not receive an awaited reply according to these Regulations should contact the Board by not later than a week after the relevant date.
23. Procedures with regards to the infringement of these Regulations are being published on www.thechurchinmalta.org. Infringement of these Regulations can lead to the exclusion from school of the child and anyone involved. Any allegations must be made according to the procedures published on the website above. Allegations are to be addressed to: The Delegate for Catholic Education, Secretariat for Catholic Education, 16, The Mall, Floriana, FRN 1472, tel. 27790060, email: charles.mallia@maltadiocese.org
24. **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
25. **The Maltese language version prevails, in case of discrepancies between the Maltese and English language versions of these Regulations.**