



Secretariat for Catholic Education

16 The Mall, Floriana FRN 1472. Tel: 27790060

Regulations for Admission into Church Schools, Malta Form 1 - 2014-2015

Admissions Criteria

1. Applicants to be Awarded a Place :

a. Children from Church Homes.

- b. **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 2013-2014. 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).

- c. **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*. 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 Form 1 are:

Boys: De La Salle, St. Albert the Great, St. Aloysius, St. Dominic Savio, St. Elias, St. Michael, and Stella Maris College, Gżira.

Girls: Convent of the Sacred Heart; Our Lady Immaculate, Hamrun; St. Joseph Mater Boni Consilli, Paola; and St Monica, B'Kara and Gzira.

- d. **Children attending a Church School who wish to be transferred to another Church School** belonging to the same congregation. This applies to De la Salle and Stella Maris College, Gżira.

- e. **Year 6 pupils of Schools without Continuity.** These pupils participate in the Choice of School Ballot.

- 1.1 Criteria 1a-e are hierarchically structured: children from Church Homes are admitted first, then siblings, then children of Church School Employees, then those requesting a transfer, then Year 6 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. 13.5).

- 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 **Grave Humanitarian 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 Grave Humanitarian 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 Grave Humanitarian Case.
 Those who do not apply according to the Grave Humanitarian 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 has enrolled in a Church school needs the assistance of an L.S.A. or similar, he/she loses his/her place in that school.**
- 2.2 **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.
- 2.3 **Asylum seekers.** Children who themselves or their parents sought asylum when they came to Malta. Further information regarding the admission of these children in Church Schools will be given at a later stage.
- 2.4 Applicants whose application originally was not filled as a Grave Humanitarian Case, but whose case evolves as needing the support of an L.S.A., will be placed last on the relative list of Grave Humanitarian 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 the Admissions Board was informed.
- 2.5 The Regulations that govern admission of Grave Humanitarian Cases into Church Schools are being published as a separate document, entitled: "Regulations for Admission into Church Schools, Malta 2014-2015 – Grave Humanitarian Cases". The Regulations for **Grave Humanitarian Cases** form part of these same Regulations. This document is available from 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). Therefore, 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 2003 and currently in Year 6 Primary. The Board will consider requests for exemptions from applicants who would have repeated a year during their Primary Course. These requests are to be addressed to the Secretary as indicated in Para 21.
5. Participating Schools:

Girls: School	Locality	Telephone Number	Number of Places
Convent of the Sacred Heart	St. Julians	21313095	4
St. Jeanne Antide College, Immaculate Conception Secondary	Tarxien	21677306	0
Our Lady Immaculate	Hamrun	21236418	12
St. Dorothy	Żebbuġ	21466068	0
St. Francis	Sliema	21331391	0
St. Joseph	Blata l-Bajda	21237936	0
St. Joseph	Paola	21800372	1
St. Joseph	Sliema	21330235	0
St. Monica	Gzira	21340127	18
St. Monica	B'Kara	21490992	1
Total Girls			36

Boys: School	Locality	Telephone Number	Number of Places
De La Salle	Cottonera	21826447	20
St. Albert the Great	Valletta	21225708	22
St Aloysius	B'Kara	22793000	20
St. Augustine	Pietà	21246613	0
St. Dominic Savio	Dingli	21454546	50
St. Elias	St. Venera	21484121	48
St. Michael	St. Venera	21484072	72
St. Paul's Missionary College	Rabat	21459536	0
Stella Maris College	Gżira	21330958	27
The Seminary, Malta	Rabat	21455497	0
Total Boys			259

5.1 St. Augustine, St. Dominic Savio, St. Paul's Missionary College, The Seminary (Malta), the Convent of the Sacred Heart, and St Monica 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 the children.
 - f. Applicants from Church Homes: a declaration on the appropriate form signed by the Director of the Home to be made on the same day of the application. The preferred choice of school is also to be indicated.
 - g. Siblings:
 - 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 18th, Tuesday 19th and Wednesday 20th November 2013 between 9:00 and noon.
 - g. If applying according to the Criterion for Employees, transfers or Year 6 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 18th, Tuesday 19th and Wednesday 20th November 2013 between 9:00 and noon.
7. Fee on Application: €14. This will help cover administrative costs.

Applications

8. Applications according to para. 8.1 and 9 are 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-e will submit their application at **The Seminary Rabat Malta, at St Elias College St Venera, at St Joseph School Paola or at St Michael's School St Venera, on Monday 25th (surnames A-G), on Tuesday 26th (surnames H-Z) and on Wednesday 27th November, 2013 (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. Albert, Valletta; St. Elias, St. Venera; St. Michael, St. Venera; and St. Paul's Missionary College, Rabat; on Monday and Tuesday 20th, 21st and on Monday 27th January, 2014 between 9:00 a.m. and noon.** Documents referred to in Para 6 a-e are required.
- 9.1 **Late Applications by Other Applicants (Para. 3) will be accepted at the offices of the Archbishop's Curia Floriana on Thursday 27th February 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-e 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, 22nd March 2014**
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, Transfers, Year 6 pupils of Schools without Continuity, Grave Humanitarian Cases (para. 1 a-e, 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 = 259, girls = 36).
- 12.2 The Participation Ballot will be held on Saturday, 22nd March 2014, at St. Agatha's Auditorium, St. Paul's Missionary College, Rabat, Tel. 21459536. Entrance: through Emmanuele Vitale Street; parking available in the College grounds. The ballot for girls will begin at 9:00 a.m. This will be followed at 9:15 a.m. by the ballot for boys.
- 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, 5th April 2014**
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**: Year 6 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, Grave Humanitarian Cases (Para. 1 a-c, 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 = 259, girls = 36).
- 13.2 The Choice of School Ballot will be held on Saturday, 5th April 2014, at St Agatha's Auditorium, Rabat.
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|---------------------------------|-----------|
| Choice of School Ballot - Girls | 9.00 a.m. |
| Choice of School Ballot - Boys | 9.15 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 place 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. **No information will be given over the phone.**
- 13.5 **Together with this notification, the 'Schools Order of Preference Form' will also be sent. Parents are instructed to indicate their order of preference of schools by writing a number next to each school**, 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.

Choice of School

14. **Girls:** The Choice of School will be made at Theresa Nuzzo, Marsa, Tel. 21240393.

Rank Order 001 – ZZZ*	Wednesday, 7th May 2014	4:30 p.m.
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15. **Boys:** The Choice of School will be made at St Agatha's Auditorium, Rabat, Tel. 21459536.

Rank Order 001 – ZZZ*	Saturday, 10th May 2014	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.
17. Parents are to hand in the 'Schools Order of Preference Form' during the Choice of School. (vide Para. 13.5).
- 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'.
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 2015.

Other Matters

19. It is obligatory that students take the national end-of-primary-education examination, unless they are exempted by the Education Authorities. Each applicant awarded a place is bound to pass on the Year 6 Primary annual examination result to the Head of School of his/her new school, or authorise the Education Division to pass on this information to the school in question. Failure to do this will result in forfeiture of the place in the school register.
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 Grave Humanitarian Cases are final.**
25. **The Maltese language version prevails, in case of discrepancies between the Maltese and English language versions of these Regulations.**