



Regulations for Admission into Church Schools, Malta 2016-2017

Regulations Serious Cases

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

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 2015-2016. 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*. 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). For further information regarding this Criterion, vide the Regulations for Admission into Church Schools Malta for every level of entry.

- d. Children attending a Church School who wish to be transferred to another Church School** belonging to the same congregation if the possibility exists. For further details vide the General Regulations for every level of entry and Para. 5.

- e. Pupils from Schools without Continuity,** from Kindergarten 2 to Year 1 or from Year 6 Primary to Form 1 Secondary. For further details vide the General Regulations for every level of entry.

- 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 pupils from Schools without Continuity.

- 1.2** Applicants under Criteria 1a-e will be accepted if the number of applications is not greater than the total vacant places in the relevant school/s.

2. A limited number of children considered as Serious Cases:

Serious cases include children who are statemented and need the assistance of a Learning Support Assistant (L.S.A.) or similar and for whom the schools can provide an individualised educational programme (IEP), or children who are in the process of being statemented which might lead to the assistance of an L.S.A. or similar, children who can be considered as Social Cases, and children who themselves or their parents sought asylum when they came to Malta.

- 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 filled 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. The Regulations that govern admission in Church Schools of children who themselves or their parents sought asylum when they came to Malta, are being published as a separate document, entitled: *Church Schools Entry 2016-2017 Regulations for Asylum Seekers*. The Regulations for Asylum Seekers form part of these same Regulations. The document is available on the website www.thechurchinmalta.org

Asylum seekers who need the assistance of an L.S.A., or who are in the process of being statemented as described in para. 2.1, must apply as Other Applicant or as the case may be.

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.

3. Other Applicants: to be drawn by ballot.

3.1 Amongst Other Applicants there may be siblings who are applying for the same year of entry (twins) or other years of entry. If the elder sibling or one of the twins is awarded a place, the younger sibling will also be awarded a place as per Siblings criterion (para. 1b), if a vacant place is available.

This also applies to Serious Cases if places for serious cases are available. The availability of places for serious cases is restricted by the fact that applicants of Serious Cases by first criterion take precedence, and if the school can provide the required support (for example, if the serious case requires a full time LSA and the school can provide a full time LSA then the case can be accepted; however, if the school can only provide a shared LSA then the case cannot be accepted).

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. This also applies for Girls.

4. Eligibility: For every year of entry, applicants have to be born in the year indicated hereunder:
for entry in first year secondary, applicants have to be born in the year 2005;
for first year primary, in 2011;
for second year kindergarten, in the year 2012;
for first year kindergarten, in the year 2013.

- 4.1 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 Para. 20, not later than fifteen days from application dates. The Church Schools Admission Board decides if the exemption request should be granted.
5. Applicants according to the Siblings Criterion, the Employees' Children Criterion or Transfers are registered in the relative school.
- 5.1 The parents of applicants according to the Serious Cases Criterion are informed of the schools which have an available place/s, if and when it is their turn by rank order, as per Admissions' Criteria and the relative ballot results.
- 5.2 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 Dominic Savio, St. Paul's Missionary College, The Seminary (Malta), St. Monica B'Kara, Gżira and Mosta, and the Sacred Heart College accept only 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. The signature of one parent, or a representative of the parents, on the application form suffices when both parents are in agreement regarding the education of their children. Where there is disagreement, and both parents have legal rights as regards the education of their children, the signature of both parents on the application form is requested. The application becomes invalid if this requirement is not carried out.
- Separated parents should present the most recent document that defines the custody of children and their educational responsibility. In cases where the latter responsibility falls under joint custody, either both parents sign the application form or present letters signed by both parents affirming their consent to the application.

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 16th, Tuesday 17th and Wednesday 18th November 2015 between 9.00 and noon.
- g. **If applying according to the Criterion for Employees, transfers or 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 16th, Tuesday 17th and Wednesday 18th November 2015 between 9.00 and noon.
- gh. A written explanation about the case, relevant certificates including the end-of-year result if available, the *Statement of Needs* issued by the *Statementing Moderating Panel* and IEP. When the case has not been concluded with the *Statementing Moderating Panel* of the Department of Education, a copy of the application to the *Statementing Board*, or a report by an educational psychologist detailing the needs of

the boy/girl, has to be presented. The *Statement of Needs*, for applicants whose statementing is in process, has to be forwarded to the Admissions Office once this is received from the *Statementing Board*.

7. Fee on Application: €15. This will help cover administrative costs.
8. Applications of Serious Cases are carried out at the Archbishop's Curia **only by appointment**. Parents are to phone on 2590 6306 or 2590 6756, on the days indicated in para. 10 and 13.
9. The applications and requests of Serious Cases are presented for vetting by the Commission for Serious Cases, which includes a representative of special needs' persons recommended by the Pastoral Commission of the Archbishop's Curia for Persons with Disability.
- 9.1 The applicants are placed in one of these groups: applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared support, applicants with L.S.A. shared for particular lessons/particular times, applicants who either have a psychological report or whose statementing is still in process, and social cases.
The group classification of the cases is determined by the information received by the Commission before the drawing of the ballot.
- 9.2 The Commission for Serious Cases only decides if an application proceeds to the ballot for Serious Cases or otherwise. Applications statementing of which is still in process are examined and a decision is taken upon by the Commission.

Serious Cases: Applications as per Criteria 1, a – e

10. Children from Church Homes, siblings, children of Church Schools Employees, children attending a Church School who wish to be transferred to another Church School, pupils from Schools without Continuity (Para. 1a-e): guardians/parents wishing to apply under the Criteria of Serious Cases are to contact the Secretariat for Catholic Education for an appointment on 2590 6306 or 2590 6756 between Monday 16 and Wednesday 18 November 2015 between 8.30 a.m. and 2.00 p.m.
Applicants whose surname starts with a letter from A-C are to phone on the first day.
Applicants whose surname starts with a letter from D-M are to phone on the second day.
Applicants whose surname starts with a letter from N-Z are to phone on the third day.
- 10.1 Appointments will be given between Monday 23 and Thursday 26 November 2015 between 8.30 a.m. and 2.00 p.m. The documents enlisted in Para. 6 are to be presented on the day of appointment.
11. Applicants who are not considered as Serious Cases are informed in writing by Friday, 18 December 2015. They will be allowed to apply under the other criteria. The parents have to fill a form which is received from the Commission together with the notification. This form is to be duly filled and returned to the Secretary, Admissions Board (para. 20) by Monday, 28 December 2015.
12. If the number of applications under Criteria 1 a-e considered by the Commission as Serious Cases is greater than the number of vacant places (Para. 2), children from Church Homes are admitted first, then siblings attending the same school as their brothers/sisters followed by other siblings as per Para. 1b; then if need be a ballot will be held among those of the same category; children of Church School Employees, those requesting a transfer, and then pupils of Schools without Continuity.
- 12.1 Applicants of Schools without Continuity are sorted out and placed in one of these groups: applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared support, applicants with L.S.A. shared for particular lessons/particular times, applicants who either have a psychological report or whose statementing is still in process, and social cases. A ballot is drawn for each group of applicants for entry at first year Primary and at first year Secondary, to establish a rank order and the process continues until the names of all the applicants are drawn. These ballots will be drawn at the Archbishop's Curia on Thursday, 7 January 2016 at 4.00 p.m.
- 12.2 The registration in schools of applicants referred to in para. 12.1 is by hierarchy and according to the rank order established by the ballot for each group of applicants. The hierarchy of groups is as follows: first the applicants with L.S.A. full-time one-to-one support, then applicants with L.S.A. shared support, these followed by applicants with L.S.A. shared for particular lessons/particular times.
The choice of school is first made by those who placed first in each group, according to group hierarchy. Then those who placed second and so forth.

- 12.3** Applicants who by ballot day are still in the process of being statemented, are offered a place according to the rank order established by ballot. This is done once the registration process of those with a statement has been concluded.
- 12.4** The parents of applicants referred to in para. 12.1 are contacted and informed which schools have an available place/s when it is their turn by rank order. Parents may choose one of the schools offered. If the offered place is not accepted, the next applicant from the same group is contacted. Whoever does not choose a school may opt to remain on the waiting list in case a place from the same group is vacated.
- 12.5** The application numbers of registered children and their school of enrollment will be published on the website www.thechurchinmalta.org.

Serious Cases: Applications as per Criteria 3: Other Applicants

- 13.** Requests from ‘**Other Applicants**’ (Para. 3) are received **IF**, after the registration of applicants of the First Criteria, places for children considered as Serious Cases are still available. In recent years the availability of places was very limited due to the large number of Serious Cases’ applicants of the First Criteria.

If applications will be accepted, parents wishing to apply are to call for an appointment at the Archbishop’s Curia on 2590 6306 or 2590 6756 between Monday 25 and Thursday 28 January 2016, between 8.30 a.m. and 3.00 p.m.

Applicants whose surname starts with a letter from A-C are to phone on the first day.

Applicants whose surname starts with a letter from D-M are to phone on the second day.

Applicants whose surname starts with a letter from N-Z are to phone on the third day.

The fourth day is open to all applicants.

- 13.1** **IF** other requests are received, appointments will be given between Monday 1 to Thursday 4 February 2016.
- 13.2** The method of application will proceed as per Para. 6, 7 and 8.
- 13.3** The applicants are placed in one of these groups: applicants with L.S.A. full-time one-to-one support, applicants with L.S.A. shared support, applicants with L.S.A. shared for particular lessons/particular times, applicants who either have a psychological report or whose statementing is still in process, and social cases.
- 14.** Applicants who are not considered as Serious Cases are informed in writing by Friday, 11 March 2016. They will be allowed to apply according to the other criteria. The Commission will send a request form. This form is to be duly filled and returned to the Secretary, Admissions Board (para. 20) by Monday, 21 March 2016.
- 15.** For every year of entry, a ballot is drawn for each group of ‘Other Applicants’ referred to in para. 13.3 and considered by the Commission as Serious Cases. The ballots establish a rank order and the process continues until the names of all the applicants are drawn.
- 15.1** One ballot is drawn for boys and girls together in first year Kindergarten. A separate ballot, one for boys and the other for girls, takes place for the other years.

Ballots are drawn in the following order on Wednesday, 27th April 2016 at The Seminary, Rabat:

4.00 p.m.	First Year Kindergarten	4.30 p.m.	Second Year Kindergarten
5.00 p.m.	First Year Primary	5.30 p.m.	First Year Secondary

An approximate time is being indicated and the ballots are drawn consecutively. The results of the ballot, showing the application number and rank order, will be published on the Curia website www.thechurchinmalta.org.

- 16.** The available places are offered to applicants as follows:
- 16.1** The registration in schools is carried out by hierarchy, by the rank order established by the ballot for each group of applicants, and according to the level of support which can be offered by the specific school

having an available place for a serious case. The hierarchy of groups is as follows: first the applicants with L.S.A. full-time one-to-one support, then applicants with L.S.A. shared support, and these followed by applicants with L.S.A. shared for particular lessons/particular times. The choice of school is first made by those who placed first in each group, according to group hierarchy. Then those who placed second and so forth.

- 16.2** Applicants who either have a psychological report or whose statementing is still in process are offered a place, from the number of places earmarked for these cases, according to the rank order established by the ballot for this group of applicants.
- 16.3** When the elder sibling or a twin of a serious case applicant is registered in a Church School, the serious case applicant is entitled to register if it is possible for the School according to the Sibling Criterion (see para. 3.1). There may be circumstances where the school can accept other serious cases but not the sibling case (eg. if the school can accept a pupil with a shared L.S.A but not with a full-time one-to-one L.S.A.). The sibling cases take precedence over those participating in the Other Applicants ballot as established by para. 15.1. This also applies for Girls.

Other Matters

- 17.** 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.
- 18.** Applicants for First year Secondary have to 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 national end-of-primary-education 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.
- 19.** All information that one provides to the Church Schools Admissions Board in relation to oneself or ones 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.
- 20.** 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
- 21.** 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.
- 22.** 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 .
- 23.** **Decisions of the Church Schools Admissions Board and of the Commission for Serious Cases are final.**
- 24.** **The Maltese language version prevails, in case of discrepancies between the Maltese and English language versions of these Regulations.**